PRINCIPLES AND PROCEDURES FOR THE USE OF FACILITIES AND INFRASTRUCTURE

SECTION ONE
Purpose, Scope, and Definitions

1. Short Title

"Arkın Creative Arts and Design University (ARUCAD) Principles and Procedures for the Use of Facilities and Infrastructure".

2. Definitions

For the purposes of these Principles and Procedures, the following terms shall have the meanings set out below;

a) University: Arkın Creative Arts and Design University (ARUCAD),
b) Rector: The Rector of Arkın Creative Arts and Design University,
c) Senate: The Senate of Arkın Creative Arts and Design University,
d) Unit: The academic and administrative units, centres, and coordinators affiliated with the University,
e) Facility: All indoor and outdoor physical spaces in which the University carries out its activities,
f) Infrastructure: The physical, technical, technological, digital, and environmental systems that enable the operation of the facilities and the conduct of University activities,
g) Special Use Area: Areas such as workshops, studios, laboratories, darkrooms, audio and video recording areas, stages, galleries, technical spaces, and similar areas requiring special training, competence, or protective measures,
h) Responsible Unit: The academic or administrative unit responsible for the planning, allocation, operation, supervision, or technical support of the relevant facility or infrastructure,
i) Area Supervisor: The staff member authorized to manage the daily use of a specific facility or infrastructure,
j) User: A student, staff member, visitor, or external stakeholder authorized to use a facility or infrastructure,
k) External Use: The use carried out by natural or legal persons outside the University with the approval of the University,
l) Reservation System: The institutional method or digital system used for receiving, prioritizing, approving, and recording facility and infrastructure requests,
m) Risk Assessment: The identification of risks that a use may pose in terms of health, safety, the environment, information security, asset protection, and business continuity, and the planning of control measures,
n) Incident: A situation that causes or has the potential to cause injury, a near miss, fire, security breach, data loss, equipment damage, service interruption, or environmental impact,
o) Accessibility: The ability of all users, including persons with disabilities, to use facilities, services, information, and technologies safely and as independently as reasonably possible,

p) Sustainability: The efficient and responsible use of energy, water, materials, and other resources, taking their environmental impacts into consideration.

3. Purpose

The purpose of these Principles and Procedures is to regulate the institutional policy principles, duties, and implementation procedures concerning the safe, accessible, efficient, equitable, sustainable, and appropriate use of facilities and infrastructure allocated for the University's educational and instructional, research, artistic production, social contribution, and administrative activities. This regulation aims to protect user health and safety, ensure the continuity of physical and digital assets, use resources effectively, monitor service quality, and achieve continuous improvement based on usage data.

4. Scope

These Principles and Procedures cover the campuses, buildings, classrooms, studios and workshops, laboratories, libraries and learning spaces, galleries, exhibition and performance venues, conference and meeting rooms, outdoor areas, storage areas, technical spaces, common-use areas, and the physical and digital infrastructure connected to them that are owned, used, or managed by the University. The use of fixed and portable machinery, devices, equipment, software, network and internet infrastructure, audiovisual systems, cameras and recording equipment, production tools, furniture, vehicles, and similar institutional assets is also considered within this scope. Students, academic and administrative staff, managers, visitors, contractors, service providers, alumni, and authorized external stakeholders are obliged to comply with these Principles and Procedures.

SECTION TWO
Fundamental Principles of the Facilities and Infrastructure Use Policy

5. Fundamental Policy Principles

The following principles shall apply to the University's management of facilities and infrastructure:

(1) Alignment with purpose and function: Facilities and infrastructure shall primarily be used for the University's educational and instructional, research, artistic production, social contribution, and institutional management purposes.

(2) Priority to education: Use required for approved courses, examinations, studio, workshop, laboratory, and programme activities shall have priority.

(3) Fair and transparent allocation: Requests of a similar nature shall be evaluated according to predetermined criteria and documented decision-making processes; personal privileges shall not be granted.

(4) Safety: No activity may expose users' health, life safety, the environment, institutional assets, or business continuity to unacceptable risk.

(5) Accessibility and inclusiveness: Different needs shall be taken into consideration in use arrangements; reasonable accommodations and equal access opportunities shall be provided.

(6) Competence and supervision: Special-use areas and high-risk equipment shall be used only by persons who have received the required training, have been authorized, and, where necessary, are under supervision.

(7) Resource efficiency: Space, time, energy, water, materials, and technological capacity shall be planned in a manner that prevents waste.

(8) Protection and due care: Users shall protect the areas and equipment allocated to them in accordance with the condition in which they were received and shall leave them in an orderly condition after use.

(9) Information security and privacy: Digital infrastructure, recording systems, and personal data shall be protected in accordance with the principles of authorization, confidentiality, integrity, and accessibility.

(10) Continuity and resilience: Maintenance, redundancy, emergency, and service continuity measures shall be planned for critical infrastructure.

(11) Participation and continuous improvement: User feedback, usage data, incident records, and internal and external evaluation results shall be used for improvement.

(12) Accountability: Allocation, use, maintenance, cost, and improvement decisions shall be carried out through processes for which authority and responsibilities are defined and shall, where necessary, be recorded in a verifiable manner.

6. Priorities for Use

(1) In the allocation of facilities and infrastructure, priority shall be given, respectively, to approved educational and instructional and examination activities, essential research and artistic production activities, the University's institutional activities, student support and club activities, social contribution events, and approved external use requests.

(2) Conflicting requests shall be evaluated according to the activity's place in the academic calendar, necessity, target group, availability of alternative spaces, capacity, accessibility, level of risk, resource requirements, and contribution to the University.

(3) The order of priority may be changed in cases of disaster, emergency, critical maintenance, examination security, accessibility requirements, or institutional necessities determined by the Rectorate.

SECTION THREE
Planning, Allocation, Reservation, and Access

7. Capacity Planning and Inventory

(1) The name, location, capacity, intended use, responsible unit, technical specifications, accessibility status, maintenance requirements, and usage restrictions of facilities and infrastructure shall be kept up to date.

(2) Responsible units shall determine their term-based and annual capacity requirements in line with the academic calendar and institutional activity plan and shall monitor idle capacity, overuse, and bottlenecks.

(3) Proposals for new investment, renovation, or capacity expansion shall be justified by data on usage intensity, learning and service needs, accessibility, safety, total cost of ownership, and sustainability.

8. Reservation and Allocation Process

(1) Planned uses shall be requested within the period and by the method announced by the responsible unit. Requests shall specify the purpose of the activity, date and time, number of participants, space arrangement, technical support, equipment, accessibility, safety, and special permit requirements.

(2) A reservation shall not be deemed finalized without the explicit approval of the authorized unit. Verbal notification or the availability of an unoccupied space shall not confer a right of use.

(3) Recurring courses and programme activities shall be recorded on a term basis; event, project, and external-use requests shall be recorded on an activity-by-activity basis.

(4) The allocated time shall be used only for the approved activity; changes to the user, extension of the duration, or significant changes to the scope of the activity shall be subject to separate approval.

(5) Following use, the condition of the space and, where necessary, handover, equipment inspection, and incident/damage information shall be recorded.

9. Cancellation, Modification, and Unused Reservations

(1) If it becomes apparent that a reservation will not be used, the responsible unit shall be notified as soon as possible.

(2) In cases of force majeure, emergency maintenance, safety risks, official programme changes, or institutional necessities, the University may modify or cancel a reservation or redirect it to another space.

(3) Unjustified and repeated unused reservations may result in a lower priority being assigned to subsequent requests or temporary restrictions on use.

10. Access Authorization and Working Hours

(1) Access to facilities shall be limited by the announced working hours, user status, risk level of the area, and defined authorizations.

(2) Access outside working hours or announced usage hours may be granted upon a justified request and authorization, provided that safety, supervision, and emergency measures are put in place.

(3) Access cards, keys, passwords, and similar authorization tools are personal; they may not be transferred, copied, or made available for use by unauthorized persons.

(4) Visitors and contractors shall comply with the required registration and escort procedures and may access only authorized areas.

11. External Use

(1) External-use requests shall be evaluated in terms of compatibility with the University's purposes and values, schedule and capacity availability, impact on academic activities, safety, accessibility, technical requirements, cost, and reputational risk.

(2) In external uses, the terms of use, duration, fee or reimbursement of expenses, deposit, insurance, intellectual property, recording and publication permissions, protection of personal data, responsibilities, and cancellation conditions may be determined by a written agreement or protocol.

(3) The use of the University's name, logo, visuals, or premises for promotional or commercial purposes shall be subject to separate authorization.

(4) External use may not disrupt approved educational and instructional activities and shall not create a permanent or vested right of use for the University.

SECTION FOUR
General and Specific Use Rules

12. General Use Rules

(1) Users shall comply with the announced capacity of the area, its intended use, working hours, safety signs, instructions of the Area Supervisor, and relevant usage procedures.

(2) Fire exits, escape routes, fire-fighting equipment, first-aid cabinets, electrical panels, and technical access points may not be obstructed or used for purposes other than those intended.

(3) The layout of the area, fixed equipment, network connections, electrical installations, software, security systems, and technical settings may not be altered without authorization.

(4) Following use, devices shall be safely switched off; consumable materials shall be put in order, and the area shall be left ready for the next user.

(5) Activities involving disturbance, discrimination, violence, harassment, dangerous behaviour, excessive noise, or interference with the learning and working rights of others shall not be permitted.

(6) Area-specific restrictions concerning food, beverages, tobacco products, flammable substances, animals, and similar items shall be observed. Reasonable accommodations concerning guide or assistance animals of users with disabilities are reserved.

13. Use of Workshops, Studios, and Laboratories

(1) The orientation, equipment training, risk briefing, and personal protective equipment requirements necessary for access to Special Use Areas shall be determined by the Area Supervisor.

(2) Machine and equipment guards, safety sensors, ventilation, and dust extraction systems may not be disabled; unauthorized maintenance, repair, or calibration may not be carried out.

(3) Activities involving chemicals, paint, solvents, gas, cutting or piercing tools, high temperatures, pressure, lasers, electricity, or similar hazards shall be conducted in accordance with risk assessments and relevant procedures.

(4) Areas and activities for which working alone is inadvisable shall be clearly identified; supervision or a minimum of two persons working together shall be required in such areas.

(5) Student productions, raw materials, and personal belongings may be stored only in permitted areas and for permitted periods, and shall be properly labelled. Materials not removed within the specified period may be dealt with in accordance with the procedure announced in advance.

14. Use of Galleries, Exhibition, Stage, and Event Areas

(1) For exhibitions, screenings, performances, concerts, conferences, and similar activities, curatorial or programme approval, technical plans, capacity, accessibility, copyright and licenses, recording and publication permissions, safety, and emergency conditions shall be determined in advance.

(2) Any intervention in walls, floors, ceilings, hanging systems, stages, lighting, sound, or audiovisual infrastructure shall be carried out only with the approval of authorized technical personnel.

(3) The acceptance, installation, protection, insurance, dismantling, and return of works shall, where necessary, be documented through official records.

(4) The number of participants may not exceed the approved capacity.

15. Use of Information Technologies and Digital Infrastructure

(1) Institutional networks, internet services, computers, storage systems, software, licenses, and online services shall be used only in accordance with the law, ethical principles, license terms, and the University's information security regulations.

(2) User accounts are personal. Passwords may not be shared; unauthorized access, bypassing security controls, installing malicious software, using unlicensed content, excessive consumption of resources, and disrupting the services of others are prohibited.

(3) Critical data shall be stored only on approved systems; backup, updating, access authorization, and data deletion processes shall be carried out in accordance with the relevant procedures.

(4) Cyber incidents, suspicious links, account breaches, or data loss shall be reported to the Information Technologies Unit without delay.

16. Use of Portable Equipment and Materials

(1) Cameras, audio and lighting equipment, computers, tablets, tools, and similar portable assets shall be loaned through the authorized registration system and a handover record.

(2) The user shall inspect the equipment upon receipt, record any existing deficiencies or damage, and shall not use the equipment outside the specified period, location, or purpose.

(3) Transfer of equipment to third parties, taking it abroad, using it for commercial production, or making technical modifications to it shall be subject to separate authorization.

(4) Delays, loss, theft, malfunction, or damage shall be reported immediately. Upon return, the equipment shall be inspected by authorized personnel and the record shall be closed.

SECTION FIVE
Health, Safety, Accessibility, and Sustainability

17. Occupational Health, Safety, and Risk Management

(1) Hazards associated with facility and infrastructure activities shall be identified, risks shall be assessed, and control measures aimed at eliminating risks at their source or reducing them to an acceptable level shall be implemented.

(2) Risky activities may not be initiated unless the required training, supervision, warning signs, work permits, personal protective equipment, and health and safety measures have been provided.

(3) When a user identifies a serious and imminent danger, the user shall safely stop the work, secure the area, and report the situation to the Area Supervisor and the relevant unit.

(4) The activities of contractors and service providers shall also be subject to the University's safety, access, and environmental rules; the required qualifications and documents shall be verified before work begins.

18. Emergencies and Incident Reporting

(1) In cases of fire, earthquake, medical emergency, threat of violence, gas or chemical leakage, power outage, flooding, cyber incident, or similar situations, the instructions of authorized personnel shall be followed.

(2) During evacuation, elevators shall not be used unless otherwise instructed by authorized personnel; users shall follow directional signs to assembly areas and comply with the instructions of designated personnel regarding headcounts and safety.

(3) Accidents, injuries, near misses, damage, loss, security incidents, or environmental incidents shall be reported without delay; the necessary records and evidence shall be preserved for incident investigation.

(4) Incident investigations shall focus on root causes and prevention of recurrence rather than assigning blame to individuals; corrective and preventive actions shall be monitored with the responsible persons, deadlines, and evidence identified.

19. Accessibility and Inclusive Use

(1) Physical, sensory, and digital accessibility criteria shall be taken into consideration from the outset in the planning of new facilities, renovations, layouts, and use arrangements.

(2) Accessible routes, ramps, elevators, doors, toilets, seating areas, signage, and emergency evacuation arrangements may not be used for purposes other than those intended or obstructed.

(3) Requests for reasonable accommodations by users with disabilities or special needs shall be evaluated in coordination with the relevant units, taking privacy and individual needs into consideration.

(4) Temporary accessibility barriers and service interruptions shall be announced in advance; where possible, an accessible alternative shall be provided.

20. Environmental Sustainability

(1) Energy and water consumption, waste generation, material use, and carbon impact shall be monitored to the extent measurable; conservation targets and improvement activities shall be established.

(2) Lighting, climate-control systems, computers, machinery, and other devices shall be safely switched off when not in use; unnecessary energy loss caused by doors and windows shall be prevented.

(3) Paper, packaging, glass, waste, chemicals, and production waste shall be managed in

accordance with the announced disposal rules; hazardous waste shall not be mixed with general waste.

(4) Durability, repairability, energy efficiency, low environmental impact, and life-cycle cost shall be taken into consideration in procurement and renovation decisions.

21. Protection of Information, Images, and Personal Data

(1) Cameras, audio recording, photography, access control, and other monitoring systems shall be used for specific and legitimate purposes in compliance with the law, with the necessary information provided and authorizations obtained.

(2) The recording of images and audio during classes, juries, exhibitions, performances, meetings, or events shall be evaluated in advance in terms of privacy, intellectual property, copyright, explicit consent, or other legal requirements.

(3) Records shall be stored for the specified period in environments accessible only to authorized persons; records whose purpose has expired shall be processed in accordance with the relevant retention and destruction rules.

SECTION SIX
Maintenance, Malfunction, Damage, and Asset Protection

22. Planned Maintenance and Service Continuity

(1) Maintenance activities shall, as far as possible, be scheduled at times that minimize their impact on the continuity of educational and instructional activities and services; interruptions and alternative arrangements shall be communicated to users.

(2) Records of maintenance, license renewals, and backups shall be retained by the responsible units in a verifiable manner.

(3) Areas or equipment whose safe use is in doubt shall be closed to use and clearly marked until the authorized technical inspection has been completed.

23. Malfunction and Service Requests

(1) Malfunctions, deficiencies, accessibility problems, or maintenance needs shall be reported through the designated reporting channel, specifying the nature and level of urgency of the issue.

(2) Requests shall be prioritized by taking into consideration life safety, service continuity, impact on academic activities, risk of escalation of the damage, and availability of alternatives.

(3) Completed tasks shall be closed with information on the action taken, service provided, date, and verification.

24. Damage, Loss, and Liability

(1) Wear and tear resulting from normal use shall be assessed separately from damage arising from user fault, negligence, unauthorized intervention, or acts outside the intended purpose of use.

(2) In cases of damage or loss, the nature of the incident, handover records, training and instructions, supervision conditions, technical examination, and statements of the relevant persons shall be taken into consideration.

(3) Where fault or negligence is established, repair, replacement, or compensation procedures may be applied within the framework of the applicable legislation and University regulations. Disciplinary and legal liability provisions are reserved.

(4) Lost property shall be handed over to the security unit or the authorized unit, together with the date and location where it was found.

SECTION SEVEN
Duties, Authorities, and Responsibilities

25. Responsibilities of the Rectorate and Authorized Boards

(1) To determine the facilities and infrastructure use policy, institutional priorities, and framework of authority; and to provide the necessary resources and coordination,

(2) To evaluate significant allocation, external-use, investment, renovation, and use-restriction decisions within the scope of their authority,

(3) To take the necessary improvement decisions based on monitoring results and risks or submit such decisions to the authorized boards.

26. Responsibilities of Administrative and Technical Units

(1) To carry out processes concerning facility inventory, capacity, access, maintenance, cleaning, safety, energy, environment, and service continuity according to their respective areas of responsibility,

(2) To ensure that reservation, malfunction, maintenance, incident, damage, and service records are maintained regularly,

(3) To prepare area-specific use, safety, and emergency instructions and inform users accordingly,

(4) To monitor the compliance of supplier and contractor activities with contractual, safety, and access requirements,

(5) To report critical risks and resource requirements to management.

27. Responsibilities of Academic Units and Area Supervisors

(1) To plan educational and instructional, research, and artistic production needs in a timely manner and submit justified requests for facilities and equipment,

(2) To define the qualifications, training, supervision, personal protective equipment, and usage limits required for special-use areas and equipment,

(3) To ensure that classes, projects, exhibitions, performances, and jury activities are conducted within approved capacity, time, and safety conditions,

(4) To evaluate usage data, student and staff feedback, incidents, and improvement needs through the relevant boards,

(5) To carry out or ensure the carrying out of opening and closing checks for areas and equipment.

28. Responsibilities of the Information Technologies Unit

(1) To ensure the accessibility, security, capacity, backup, currency, and service continuity of digital infrastructure,

(2) To manage user authorizations on the basis of roles and needs; to record cyber incidents and carry out response processes,

(3) To monitor software licenses, device inventory, network usage, and the performance of critical systems and provide the necessary technical information.

29. Responsibilities of Users

(1) To comply with these Principles and Procedures, area-specific instructions, safety signs, and directions given by authorized personnel,

(2) Not to use special-use areas or equipment without completing the required training and obtaining the necessary permissions,

(3) To protect the access rights and equipment assigned to them and not transfer them to third parties,

(4) To use the area and equipment carefully, economically, and for their intended purpose and to leave them in an orderly and safe condition after use,

(5) To report malfunctions, damage, loss, danger, accessibility barriers, near misses, or incidents without delay,

(6) To manage waste, data, works, materials, and personal belongings generated by their activities in accordance with the announced rules,

(7) To respect the safety, privacy, and right to learn and work of others.

30. Responsibility for Events and Student Club Activities

(1) Student club and student activities shall be carried out under the coordination of the relevant advisor and authorized unit, in accordance with an approved event plan, participant capacity, budget, technical requirements, accessibility, and risk measures.

(2) The event coordinator shall be responsible for setup and dismantling, participant management, equipment, cleaning, recording and publication permissions, and incident reporting

SECTION EIGHT
Other Provisions

31. Cases Not Included in the Principles and Procedures

In cases where these Principles and Procedures contain no provision, the applicable legislation, other relevant University regulations, and the decisions of the Board of Trustees, Senate, University Executive Board, and Rectorate shall apply.

32. Entry into Force

These Principles and Procedures shall enter into force as of the date of their adoption by the Senate of Arkın Creative Arts and Design University.

33. Authority to Execute

The provisions of these Principles and Procedures shall be executed by the Rector of Arkın University of Creative Arts and Design.