

	PROCEDURE
	Music Studio Procedure

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PROS.SG.300	2	Dean of Students	Social Events	11.09.2025	3.3.2026
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PURPOSE

Article 1 – The purpose of this Procedure is to set forth the rules governing the operation and use of the Music Studio.

SUBJECT AND SCOPE

Article 2 – This Procedure covers the applicable rules governing the operation and use of the Music Studio located on Floor -2 of the Student Center at Özyeğin University. The Procedure applies to all stakeholders of Özyeğin University.

VALIDITY

Article 3 – This procedure shall be effective as of its date of publication. It is reviewed and updated as deemed necessary and at least once a year. The latest and valid version is the one on MyOzU. It is therefore not recommended that these principles and procedures be printed out and used as such. In the case that it is printed out, it is the user's responsibility to confirm the validity of the document by checking the date against the date on the document posted on the system.

DEFINITIONS AND ABBREVIATIONS

Article 4 – The following abbreviations shall have the following meaning hereinafter:

- a. **Studio:** Music Studio
- b. **User:** University stakeholder using the Music Studio
- c. **PTWS:** Part-Time Working Student Assigned to the Music Studio
- d. **SE:** Social Events
- e. **ÖGDB:** Student Development and Experience Department
- f. **ÖD:** Dean of Students
- g. **Commission:** Clubs and Student Events Commission
- h. **University:** Özyeğin University

Article 5 – The following terms shall have the following meaning hereinafter:

- a. **Social Events:** The office responsible for evaluating, coordinating, and developing students' extracurricular social, cultural, athletic, and volunteering activities in line with University goals and principles, in coordination with the ÖD and ÖGDB.
- b. **LibCal:** The reservation system used for booking the Music Studio.

Article 6 – The Studio is located on Floor -2 of the Student Center, in the corridor where the Sustainability & QHSE Offices are situated. The Studio is used by reservation only and is available to all members of the University who wish to rehearse, practice, or produce music.

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Article 7 – Users wishing to use the Studio must make a reservation via the Music Studio Reservation System (LibCal), located under the Services tab on the MyOzU platform, by accepting

the Studio rules.

Article 8 – A reservation confirmation is sent to the User via the OzU Reservation & Appointment System. If a confirmation email is not received, the reservation is not considered valid and access to the Studio is not permitted.

Article 9 – If the User who made the reservation will not be able to attend, the reservation must be canceled via LibCal to allow other Users to benefit from the Studio.

OPERATIONAL PRINCIPLES

Article 10 – The Studio is open for use on weekdays between 09:00 and 20:00 during the Fall and Spring semesters. The Studio is closed on weekends and public holidays.

Article 11 – A User may reserve the Studio for a maximum of two (2) hours per day.

Article 12 – Reservations cannot be made if there are less than four (4) hours remaining before the intended time of use.

Article 13 – For approved reservations, the PTWS assigns Studio access authorization to the relevant User for the reserved date and time slot.

Article 14 – During the reserved date and time, the User access the Studio by scanning the QR code on MyOzU at the QR code reader located at the Studio entrance. Only the individual who made the reservation and their collaborators are permitted to enter the Studio. Individuals who will not actively use the Studio equipment should not enter.

Article 15 – Any questions or issues related to the Studio must be sent via email to the SE and to ozustudio@ozyegin.edu.tr.

STUDIO RULES

Article 16 – As administrative offices are located in the corridor where the Studio is situated, Users must keep quiet during entry to and exit from the Studio.

Article 17 – Upon entering the Studio, doors must be kept tightly closed to prevent sound leakage.

Article 18 – If requested, the PTWS provides Users with information and guidance about the use of the Studio and its equipment.

Article 19 – Users inspect, acknowledge and accept that all equipment is in good working condition upon entry and exit. In the event of any malfunction or damage, the SE or the PTWS must be informed immediately. Failure to report such issues will render the User liable for any resulting damage.

Article 20 – Equipment and instruments must remain in their designated locations at all times.

Article 21 – The drum kit may not be tuned, and its components may not be disassembled.

Article 22 – Users may not operate equipment they are unfamiliar with or attempt to learn its use through trial and error.

Article 23 – Equipment not included in the Studio inventory, such as guitars, guitar cables, cymbals, pedals, and drumsticks, must be provided by the User.

Article 24 – Users are responsible for keeping the Studio clean and leaving it orderly.

Article 25 – Only water is permitted inside the Studio. No other food or beverages are allowed.

Article 26 – In the event of violations of the rules specified in this Procedure, necessary reviews

and inspections will be conducted using the cameras located in the area.

Article 27 – Users may use the Studio only during their reserved time slot and must vacate the Studio when the reservation period ends. The reservation holder is held responsible for any issues arising from or in connection with their actions during the reserved time. In the event of improper use, the User’s Studio access may be restricted.

Article 28 – If inspections determine that the Studio has been used in violation of hygiene standards, left disorganized, or used for purposes other than intended, the User will receive a warning from the SE. Repeated violations may result in restrictions on the User’s access to the Studio.

Article 29 – No personal belongings or equipment may be left in the Studio. The University assumes no responsibility for any items left behind.

MUSIC STUDIO INVENTORY

Article 30 - The studio is equipped with items such as an electric guitar amplifier, bass guitar amplifier, mixer, piano, keyboard, drum kit, and sound reinforcement equipment. Maintenance and repair of instruments and equipment are carried out by the SE.

Article 31 – The User is responsible for all equipment listed in the inventory during the reserved time slot.

Article 32 – Any individual who causes damage to the items listed in the Studio inventory is required to compensate for the damage.

LEGAL AND ADMINISTRATIVE LIABILITY

Article 33 – Students using the Studio are held responsible for any material or non-material, direct or indirect damages incurred by themselves, third parties, or property, regardless of cause or manner, arising from or in connection with activities conducted under this Procedure.

Article 34 – Students may not engage in acts or actions that violate the disciplinary provisions of the Higher Education Law applicable to Özyeğin University. Any such violations will result in sanctions.

ANNEXES

Inventory List

REFERENCES

Laws of the Republic of Türkiye

Higher Education Law No:2547, including Article 54 on Student Discipline

Regulation on the Implementation of Medico-Social, Health, Culture, and Sports Affairs

Departments of Higher Education Institutions (Official Gazette No: 18301 dated February 3, 1984)

SMP-47 HSE Instructions for Events

OBLIGATIONS

Article 35 – Music Studio Users are obliged to comply with all provisions of this Procedure. Without prejudice to the provisions of Higher Education Law No: 2547 and its Article 54 on Student Discipline, as well as matters that fall under the authority of the University Executive Board, all applicable sanctions for violations of this Procedure are determined by the SE, the ÖD, or the Commission. Depending on the severity of the violation, the SE, the ÖD, or the Commission may impose sanctions commensurate with the violation, including issuing a warning or referring the student to the University Disciplinary Board. The application of these sanctions does not preclude the initiation of a disciplinary investigation under Higher Education Law No. 2547 and Article 54 on Student Discipline.