

T.R.

NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY

**CULTURE AND CONGRESS CENTER CONFERENCE AND MEETING
HALLS USAGE INSTRUCTIONS**

CHAPTER I

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – This directive regulates the procedures and principles regarding the use of conference and meeting halls in the University campuses and the culture and congress centre by University units, academicians, administrative staff, student clubs / societies, students, natural persons or legal identities, non-governmental organizations and public institutions and organizations for symposiums, congresses, conferences, seminars, panels, meetings, competition programs, music concerts, performing arts shows, TV programs, exhibitions, fairs and similar organizations.

Scope

ARTICLE 2- This directive includes the principles related to the use and management of conference and meeting halls in the University campuses and the culture and congress centre by University units, academicians, administrative staff, student clubs / societies, students, natural persons or legal identities, non-governmental organizations and public institutions and organizations for symposiums, congresses, conferences, seminars, panels, meetings, competition programs, music concerts, performing arts shows, TV programs, exhibitions, fairs and similar organizations.

Basis

ARTICLE 3- This Directive was prepared on the basis of the 47th article of the Higher Education Law dated 4/11/1981 and numbered 2547 and the 5th and 15th articles of the Higher Education Institutions, Department of Medico-Social, Health, Culture and Sports Affairs Implementation Regulation.

Definitions

ARTICLE 4- The definitions in this directive refer to the following:

a) Academician: General professional title given to people who teach in universities and similar higher education institutions, conduct research and contribute to their field with original research,

b) Directorate: Nevşehir Hacı Bektaş Veli University Directorate of Health, Culture and Sports,

- c) Events Commission: A commission composed of 5 academic and 1 administrative staff under the chairmanship of the Vice Rector and appointed by the Rector,
- d) General Secretariat: General Secretariat of Nevşehir Hacı Bektaş Veli University,
- e) Administrative Staff: Administrative staff of Nevşehir Hacı Bektaş Veli University,
- f) Public Institutions and Organizations: Institutions with legal personality, public utility institutions established to provide public services,
- g) Student: Student who studies at Nevşehir Hacı Bektaş Veli University,
- h) Student Activities Commission: The commission that programs and conducts student activities consisting of four lecturers and the President of the Student Council to be appointed by the Rectorate and an academic member appointed by the Rector as the head of the commission to ensure the smooth sailing of student platform, club or community activities,
- i) Student Clubs / Societies: The group established by Nevşehir Hacı Bektaş Veli University students to enable them to participate in scientific, social, cultural, artistic and sports etc. activities throughout their education,
- j) Private Person: A person who has a place and a duty in society according to legal rules,
- k) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- l) Senate: The Senate of Nevşehir Hacı Bektaş Veli University,
- m) Non-Governmental Organization: All kinds of associations that deal with various problems in society independently, serve to inform and enlighten the public, and offer suggestions,
- n) Legal Entity: Concepts like foundation, association, company etc. established in accordance with the legal rules in society,
- o) University: Nevşehir Hacı Bektaş Veli University,
- p) University Units: Academic and administrative units affiliated to the Rectorate,
- q) Board of Directors: Board of Directors of Nevşehir Hacı Bektaş Veli University.

CHAPTER II

General Provisions and Application

General provisions

ARTICLE 5- (1) Among the mentioned users, University units, academicians, administrative staff, students and student clubs / societies carry out their activities in the relevant halls within the working hours defined by the law or within the hours deemed appropriate by the Directorate. Academicians, administrative staff and students have to obtain permission from the university units they are affiliated with for the activities to be carried out by academicians, administrative staff and student clubs / societies in university units.

ARTICLE 6- (1) Those who use the halls allocated to them for an event have to comply with the rules determined by the university units.

(2) All kinds of activities to be carried out in the events to be held are conducted within the limits of the law. In concerts and similar events that require additional security personnel, the additional security personnel are supplied by natural persons or legal identities, non-governmental organizations and public institutions and organizations that organize the event. These security personnel have to work co-ordinately with the staff of Nevşehir Hacı Bektaş Veli University.

Application

ARTICLE 7- (1) In the applications of staff and student clubs / societies within the University, the halls are requested from the Directorate at least 15 (fifteen) days in advance from the internal network of the University. The requests are taken into consideration according to the order of the applications and the allocation of the hall is notified to the applicant by an official letter, depending on availability.

(2) The "request form" to be taken from the university units is filled by natural persons or legal identities, non-governmental organizations and public institutions and organizations outside the university, in written applications for organizations such as symposiums, congresses, conferences, seminars, panels, meetings, competition programs, music concerts, performing arts shows, TV programs, exhibitions, fairs etc.

ARTICLE 8- (1) Event requests of student clubs / societies and students are carried out with the approval of the Student Activities Commission; event requests of university units, academicians, administrative staff, private persons and legal identities, non-governmental organizations and public institutions and organizations are conducted with the approval of the Event Commission.

CHAPTER III

Financial Provisions

Charges

ARTICLE 9- (1) University units, academicians, administrative staff, students and student clubs-societies do not pay rent for the halls they want to allocate in their institutional activities.

(2) In the case of income-generating practices within the scope of the planned activity (such as selling tickets, receiving registration and participation fees or having appropriate sponsor support for events such as symposium, conference, panel, seminar, performing arts, competition programs, TV programs, debate programs etc.) a fee is demanded for the halls.

(3) For events to be held in line with national, spiritual, moral and cultural values, the relevant halls can be allocated free of charge after the Rector's approval is obtained.

ARTICLE 10- (1) The allocation of halls is carried out when private persons and legal identities, non-governmental organizations and public institutions and organizations pay hall rents and other expenses, if any.

(2) The rental fees of the halls are determined at the beginning of each year by the University Executive Board and announced on the internet by the Directorate. 50% more of the

determined rental fees is demanded for events to be held out of working hours, on Saturdays and Sundays and official holidays.

(3) The usage hours of the Culture and Congress Centre, Conference and Meeting Halls are allocated as before noon (09.00-12.00), in the afternoon (13.30-17.30), in the evening (19.00-22.00). The usage hours of the halls are the same for events to be held on Saturdays and Sundays and official holidays.

(4) Hall rental fees are paid to the cashier's office or bank account of Nevşehir Hacı Bektaş Veli University Department of Strategy Development up to 5 (five) days before the event date. A copy of the payment document is delivered to the authorized unit within the Department and the rental agreement is signed.

(5) A 15% discount from the hall rental fees determined by the University Executive Board at the beginning of each year is granted in case of income-generating practices from the events (like selling tickets, charging registration and participation fees, or having appropriate sponsor support in events such as symposium, conference, panel, seminar, performing arts, competition programs, TV programs, debate programs, etc.) organized by the University academic and administrative staff and students.

(6) A 10% discount from the hall rental fees determined by the University Executive Board at the beginning of each year is granted to public institutions and organizations that will organize events and non-governmental organizations working for the public benefit.

(7) A 5% discount from the hall rental fees determined by the University Executive Board at the beginning of each year is granted to non-governmental organizations that will organize events.

CHAPTER IV

Other Provisions

ARTICLE 11- (1) Information about the technical equipment to be used in planned events should be obtained before the contract. Audio-visual systems and lighting equipment are provided by the authorized unit of the Directorate. Technical materials which are not available within the university are provided by the institution and / or persons organizing the event.

ARTICLE 12- (1) Printing of posters, programs and invitations for events to be held in the university halls belongs to the University units, private persons and legal institutions and public institutions and organizations that organize the event. Visual presentation tools of the events can be hung in places deemed appropriate for certain periods after the Presidency's approval by sealing.

ARTICLE 13- (1) It is the responsibility of the University units, private persons and legal identities and public institutions and organizations that organize the event to package, transport, place and insure of all kinds of materials, vehicles and equipment to be brought to the hall or halls allocated for the planned activity.

ARTICLE 14- (1) In case of damage to the fixture materials of the university and the environment or buildings including halls' extensions during the use of the halls, the responsibility belongs to the University units, private persons and legal identities and public institutions and organizations that organize the event. Users are deemed to have accepted the obligation to compensate for the damages.

ARTICLE 15- (1) The principles in the directive are recorded by signing the contract prepared by the University between the parties. The University has the right to change and cancel the contract unilaterally in violation of the rules specified in this Directive.

Execution and Enforcement

ARTICLE 16- (1) This directive enters into force after it is approved by the Senate.

ARTICLE 17- (1) The Rector executes the provisions of this Directive.