

T.C.

MARMARA UNIVERSITY

GUEST HOUSE DIRECTIVE

University Administrative Board: 07 February 2012/618
24 Senate: 07 February 2012/299-3-G

FIRST CHAPTER

Purpose, Scope, Basis, and Definitions

Purpose

Article 1- The purpose of this directive is to establish the procedures and principles for the operation and rental of the guest house, ensuring that university staff, retirees, students, alumni, their spouses, children, legal dependents, and other guests can receive services such as meals, accommodation, and other related services at reasonable rates and in a healthy manner.

Scope

Article 2- This directive covers the operation of the University Guest House as a unit of the Marmara University Social Facility Management and the services to be provided.

Basis

Article 3- The basis of this directive includes Article 47 of the Higher Education Law No. 2547, Article 191 of the State Personnel Law No. 657, the Principles and Procedures for Accounting Practices of Social Facilities Operated by Public Institutions and Organizations published by the Ministry of Finance, the Central Government Budget Laws, and the Marmara University Social Facilities Operating Directive.

Definitons

Article 4- In this directive:

- a) University: Marmara University,
- b) Rector: The Rector of Marmara University,
- c) Management Board: The Management Board of Marmara University Social Facilities,
- d) Operation: The Marmara University Social Facilities Operation,
- e) Unit: The Guest House,
- f) Operating Directive: The Marmara University Social Facilities Operating Directive,
- g) Unit Responsible: The person responsible for the Guest House.

SECOND CHAPTER

Responsibilities of the Staff and Service Recipients

Duties of the Unit Responsible

Article 5- In addition to the duties specified in the Operating Directive, the unit responsible, appointed according to the procedures and principles outlined in the Operating Directive, shall also:

- a) Ensure that reservation processes are handled, records of arrivals and departures are maintained, and fees are collected.
- b) Ensure that all rooms are kept in a state of constant readiness for service.
- c) Take necessary measures to ensure that the unit provides the best possible service and manage task distribution among staff to ensure that services are carried out without interruption.

Service Utilization

Article 6

a) Order of priority in benefiting from unit services:

- 1) Marmara University faculty members,
- 2) Marmara University administrative staff and students,

3) Those who are invited to participate in scientific, cultural and social events organized by Marmara University units,

4) Other university faculty members and staff,

5) Employees of other public institutions and guests of those listed in this article.

6) Employees of other public institutions and guests of those listed in this article.

7) Those deemed appropriate to benefit from the Rectorate.

b) Guests cannot stay longer than 15 days. Stays longer than this are subject to the approval of the Board of Directors.

c) No person or organization, regardless of their position or title, can benefit from the services provided by the Business without paying the fee. Fees determined for the Business are collected in advance from the relevant parties on the date of service. No fee will be charged to those invited to participate in scientific, cultural and social events organized by Marmara University, only with the recommendation of the Chairman of the Board of Directors and the written approval of the Rector.

Rules to be followed by Service Recipients

Article 7-

Those who will benefit from the service must:

a) Present the necessary documents requested in the application,

b) Pay the fee in advance,

c) Leave the facility without any warning at the end of their stay,

d) Not disturb other people staying in the unit,

e) Not argue with the staff on duty and not interfere with their duties,

f) Comply with the cleaning rules,

g) Follow the instructions determined for the unit,

h) Use the items in the allocated room with care (Those who damage the items in the unit are obliged to compensate for the damage).

Article 8- In matters not covered by this Directive, the provisions of the Operating Directive and other legislation shall apply.

Validity

Article 9-Bu yönerge, Üniversite Senatosunun kabul tarihinden itibaren yürürlüğe girer.

Execution

Article 10- The Rector shall execute the provisions of the directive.