

House Rules

for the communal accommodations in the administrative district of Oder-Spree for refugees, late resettlers and other immigrants from foreign countries and their relatives according to § 11 section 1 sentence 2 Landesaufnahmegesetz Brandenburg

1. Communal accommodations and their residents and visitors

- (1) According to the Landesaufnahmegesetz of the country of Brandenburg the communal accommodations are maintained by the administrative district of Oder-Spree for the temporary accommodation of refugees, late resettlers and other immigrants and their relatives.
- (2) Resident is, who was assigned to a communal accommodation.
- (3) Visitor is, who wants to enter the communal accommodations without having an assignment to this accommodation.

2. Management of the communal accommodations

- (1) The administrative work will be done by the employees who are put in charge of the management (hereinafter referred to as manager).
- (2) The manager will carry out the householder's rights and necessary regulations according to these house rules. The exercise of the householder's rights can also be transferred to the private agencies which were charged with the social care of refugees, late resettlers and other immigrants and the assigned security service.
- (3) Residents and visitors must note all regulations of these house rules and follow the manager's instructions immediately.

3. Accommodation and furnishing, energy use

- (1) The manager will assign a place for every resident in a specific accommodation and may direct relocations within the accommodation.
- (2) Every adult inhabitant or joint household will get a house key when moving in (if necessary, inhabitants must pay a deposit on the key). The key will stay in the property of the district Oder-Spree and must be given back when moving out. The loss of a key will be invoiced to the inhabitant.
- (3) Inhabitants can not demand a specific room or one-bed room.
- (4) Inhabitants must take care of the rooms, furnishings and other pieces of furniture and everyday objects in the accommodation. Inhabitants are not allowed to remove the provided appliances and furniture from the accommodation by themselves. Inhabitants must ask for permission if they want to bring their own furnishings and electrical appliances. Every inhabitant is liable for damages s/he caused. Inhabitants must air their rooms regularly to prevent the formation of mould.

- (5) If any inhabitant may leave private property in the accommodation after moving out, these properties will be stored for three months at the longest. After the expiration of three months, these properties will be destroyed if they are evidentially valueless. Otherwise, the properties will be auctioned or utilised according to the common law. Clothes, shoes, laundry and suchlike can be annihilated immediately for hygienic reasons.
- (6) Electricity, water and heating must be used sparingly.

4. Entering the apartments

- (1) Inhabitants must provide access to the apartments to the manager on request at any time and at the date stipulated.
- (2) Managers are allowed to open and enter the rooms of the accommodation at any time to
- a) accommodate somebody quickly,
 - b) avert a danger,
 - c) check the attendance of unauthorised persons and remove them.
- (3) If there is danger of the use of violence or indications of commitment of an offence, the manager can request help from the police in order to prevent criminal offence.

5. Non-violence

- (1) Disorderly behaviour towards employees, insults and especially disrespect for female employees and female house mates will not be tolerated.
- (2) Mutual consideration is required from every person.
- (3) The use of psychological or physical violence is contrary to the principle of mutual consideration and may lead to an immediate house ban.

6. Obligation of inhabitants to assist in cleaning and other works in the accommodation

- (1) Inhabitants must clean their rooms when necessary, at least once a week. Inhabitants can be instructed to assist in cleaning the shared rooms, for example kitchen, hallways, stairs, toilets et cetera
- (2) Inhabitants must clean laundry room, water tap connections, drains, showers, drying area and suchlike after use. Choked-up drainpipes must be cleared immediately and – if help is needed – must be reported to the manager.
- (3) Waste must be put in designated bins and not in toilets, sinks and drains. The place around the waste bins must be kept clean.
- (4) Carpets, doormats, rugs, clothes and suchlike can only be beaten and shaken outside in the yard.

- (5) Laundry may only be hung out to dry in designated areas. Inhabitants are not allowed to hang out the laundry at the windows and to use laundry racks and/or dryers at the windows.
- (6) For fire safety reasons, storing places and traffic areas must only be used for designated purpose and must be cleared out if required by the manager.
- (7) Inhabitants must follow the manager's instructions to prevent problems and danger.
- (8) The displayed fire safety regulations in the building must be noted.

7. Reporting obligation of inhabitants

- (1) Inhabitants must report to the manager immediately:
 - a) fire, danger of fire
 - b) infectious diseases and pestilences
 - c) vermin
 - d) formation of mould
 - e) criminal acts, especially assault, sexual assault, rape, theft, criminal property damage, drug possession and drug trade in the accommodation
 - f) damage to the building indoor and outdoor, especially to the heating system, sanitation and electrical system and to the furnishing.
- (2) Furthermore must be reported to the manager immediately:
 - a) every change in the legal status
 - b) birth, marriage, death, change of name and suchlike.

8. Prohibitions

(1) It is forbidden to

- a) carry, keep and use weapons, weapons for decoration and toy weapons,
- b) to show any behaviour which disturbs or may disturb the safety and order or domestic harmony in the accommodations,
- c) place and store objects – like bicycles, buggies, boxes, furniture and suchlike – in hallways and corridors,
- d) leave motorbikes, mopeds and suchlike in the staircase, hallways, basement corridors and rooms,
- e) disturb the night's rest (10 pm until 6 am) and make disturbing noise during the day (from 6 am),
- f) smoke in living room, bedroom and in bathroom, kitchen and common rooms,
- g) use open fire and to store flammable or toxic substances or liquids,
- h) carry out unauthorised structural alterations or technical changes, especially in the heating system, sanitation or electrical system and install antennas and satellite systems,
- i) run private electrical appliances which do not comply with the current safety standard,
- j) use electricity, water and heating excessively,
- k) offer all sorts of goods or services and commercial advertising,
- l) establish and run a technical, commercial or any other business,
- m) cook in living rooms and bedrooms,
- n) serve drinks and consume alcoholic drinks excessively and use illegal addictive drugs,
- o) keep animals,
- p) do missionary work or party political work,
- q) misuse the fire alarm by malicious break of the glass of the fire alarm and push alarm button,
- r) use electrical appliances, especially washing machines, cookers et cetera without supervision.

(2) Additional prohibitions can be issued by the manager at any time if required to keep the security or order or domestic peace.

9. Visitors, Guests

- (1) Visitors who are acquainted, related with or rather related by marriage to an inhabitant can stay in the accommodation between 8 am and 10 pm. Visitors must sign up with the manager before entering the accommodation. Visitors must show their ID to the manager at request. If s/he has no identification, the manager may ask him/her to leave the accommodation immediately.
- (2) Visitors who are not acquainted or related with an inhabitant are only allowed to stay in the accommodation with prior permission by the manager. Visitors can not demand for this permission. The permission ends at 10 pm at the latest same-day. Visitors must show their ID to the manager at request at any time.
- (3) Spouses and children of an inhabitant can get in the individual case a permission for an overnight stay up to 7 days at longest if there are free places. The administration manager must give prior permission first. Visitors must pay a fee.
- (4) The visitor's permit and overnight stay permission may be revoked any time by the manager.

10. Temporary leave of inhabitants

- (1) Inhabitants who want to stay out of the accommodation longer than 24 hours, must report to the manager until 12 pm on the previous day and **give the address of her/his stay.**
- (2) Inhabitants can only stay absent for one week at the longest with regard to the accommodations' occupancy plan. As an exception, the manager can permit to an absence of two weeks at the longest.
- (3) Inhabitants must report their return to the manager immediately.

11. Termination of accommodation

In case of termination of accommodation, inhabitants must clear and clean the accommodation, give back received items of furniture and objects of utility and keys as taken over in specific number and proper condition. Inhabitants must leave the accommodation.

12. Violations of the house rules

Violations of the house rules can be punished as an administrative offence which may lead to a financial penalty from five to 1000 Euro. This applies according to the law § 11 of the statute of the administrative district of Oder-Spree on the usage of communal accommodations, living communities and transitional apartments for the temporary accommodation of refugees, late resettlers and other immigrants from foreign countries and their relatives (statute of accommodation) as from 6th of December, 2016.

13. Coming into force

- (1) The house rules come into force on 1st of April, 2017.
- (2) The previous house rules will expire at the same time.

Family name: _____

First name: _____

Birth name: _____

Date of birth: _____

Notice:

Hereby I agree that I have noticed the house rules for the communal accommodations in the district of Oder-Spree for refugees, late resettlers and other immigrants from foreign countries and their relatives according to § 11 section 1 sentence 2 Landesaufnahmegesetz Brandenburg as from 1st of April, 2017.

I understood the house rules and regulations:

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(place, date, signature)

