

House Rules

for Refugee, Asylum Applicants and Homeless Shelters of the

Odenthal community

Preamble

For accommodating repatriates, asylum applicants, refugees and homeless the Odenthal community maintains shelters for a temporary accommodation of these groups of persons. Therefore, the rights and obligations between inhabitants and the administration are not based on the principle of a tenancy under private law.

The Odenthal community issues the following house rules and usage regulations in the currently valid version for the use of the shelters as provided for accommodating asylum applicants, repatriates, refugees and homeless pursuant to §2 of the statutes on the erection and maintenance of transition hostels in the Odenthal community as of 16 July 1991 in its currently valid version.

§1 General obligations

Living in the accommodations requires mutual consideration. Every occupant shall adapt himself/herself to the flat community and behave such that other persons are not injured and endangered or annoyed as well as items owned by other people are not damaged or endangered. In particular, the Odenthal community wishes to ensure a peaceful co-existence independently of nationality, religion and sex.

§2 Acceptance

1. The Citizen Services Department controls the assignment of the rooms during an acceptance by a committal order. A wilful exchange or change of assigned rooms is not permitted.
2. As far as required by the fulfilment of tasks, changes may be made.

§3 Use of the rooms and common facilities

1. The rooms may only be occupied by persons to whom they are assigned. Non-assigned persons must not be accepted.
2. The occupants are obliged to treat the assigned living/store rooms as well as the provided household effects, furniture or provided equipment carefully.

This shall also apply to the common facilities such as kitchens, laundry rooms and sanitary rooms as well as the outdoor area.

Aerate the living rooms and common rooms always sufficiently. Stop the operation of electrical equipment in case of faults or damage and inform the attendants (social workers, caretakers or benefit administrators) or their deputies.

Dust or shake out carpets, floor mats, doormats, clothes and the like in the yard areas only.

Use the provided laundry rooms for washing your belongings. If the occupants cannot agree on the use, the caretaker will prepare a plan for the use. Clothes may only be dried in the places provided for that. Do not hang or place clothes in windows, and do not place clothes dryers in front of the windows. Also, the placing or hanging of clothes outdoor is not allowed on Sundays and holidays.

Basically, the keeping of pets of any time in the rooms and in the shelter area is prohibited. Exceptions can only be granted in special cases by the Citizen Services Department.

The rooms and equipment of the shelters must not be used for commercial activities. Also, the joint use of the shelters for or without money is not permitted. Overnight stays of third parties exceeding a period of three days are only allowed with the previous consent of the Citizen Services Department.

Immediately report damage or defects to the shelters, devices or furniture to the caretaker of the shelters or his/her deputy.

Do not remove equipment and furniture provided by the Odenthal community from the shelters. Agree with the caretaker or his/her deputy on individual provisions.

Driving motor cars, motorcycles and other vehicles in the yard area is not permitted. The Citizen Services Department may accept exceptions in individual cases.

Park passenger vehicles in the area of the shelters only in the parking lots provided for that. Basically, repairing cars or motorcycles is prohibited.

If an occupant uses radios or TV sets, he/she must apply for them to the Central Radio and Television Toll Collecting Agency (GEZ) at their own expense.

If an occupant leaves items after the termination of the tenancy in the shelters, they will be retained for more than 1 week. After the expiration of this period the items will be destroyed in case of obvious worthlessness. As for the rest, these items will be auctioned pursuant to the regulation of §§983, 979 et seq. BGB [German Civil Code]. A possible surplus will be deposited for six months and will then be used for maintaining the refugee, asylum applicant and homeless accommodations.

When moving into the shelters, every occupant obtains a flat key which remains the property of the community and must therefore be returned on moving out.

For every shelter the mayor may issue additional use and conduct provisions which are posted in a central place of the respective accommodation.

The occupants have to comply with the supervisory duty for their children.

3. The school and sports facilities adjacent to a shelter may only be used with the caretaker's consent. Entitled users of these facilities (schools, associations, entitled user groups) have always priority and should not be disturbed.

Use of the Dhünntal stadium:

Weekdays from 7 a.m. to 5.30 p.m.

Use by schools

Weekdays from 5.30 p.m. to max.10.00 p.m.

Use by associations

A special use of the sports facilities as approved by the community has always priority outside these times.

Use of the school yards and school sports facilities

Weekdays from 7 a.m. to 5.30 p.m.

Use by schools and open all-day schools

The special use of the sports facility as approved by the community has always priority outside these times.

§4 Cleanliness

1. The corridors, staircases and jointly used facilities must be cleaned by the occupants weekly, one after the other. If the occupants cannot agree on the order, the caretaker will prepare a binding cleaning schedule.
2. The laundry rooms, water taps, siphons, shower rooms, drying places and the like must be cleaned by the respective occupant after use. Cloggings must be removed immediately and - if this is not possible in a self-directed manner, must be reported to the caretaker of the shelters.
3. The occupants have to keep the outer surfaces clean regularly. Whoever soils the outer facilities to more than the normal extent must then remove the dirt immediately.
4. If vermin is detected, the Citizen Services Department must be informed immediately. The department will then initiate a disinfection and disinfestation. If required, this can be done in the occupant's absence and against his/her will.
5. Waste must only be thrown in the provided dustbins and not in the toilets, siphons and drains. Keep the environment of the dustbins always clean.

Bulky items are not intended for the dustbins and must be placed aside the street one day before the date of removal. During the remaining time between the dates of removal no material may be stored in the area.

The attics of the houses must not be used as a storage space or entered.

The administration will indicate the different removal times of residual, biological, recycling, paper and bulky waste by a notice separately.

§5 Traffic and fire safety

1. Every shelter is equipped with a fire extinguisher. The fire extinguisher must be stored ready at hand and in the entry area.

Every accommodated person must be able to operate the fire extinguisher properly in case of a fire.

Therefore, regular instructions in the handling and operation of fire extinguishers are given for the occupants (at least once a year). Every occupant must have taken part in these instructions at least once. The instructions are given on the day of assignment by the caretaker or his/her deputy.

Placing and storing items - such as bicycles, perambulators, boxes, furniture and the like - in corridors and aisles or in the area of the shelters is not permitted. If required and possible, the Citizen Services Department will provide suitable storage spaces.

Motorcycles, mopeds and scooters must not be left in staircases, corridors, basement aisles and rooms.

The occupants must keep the outdoor areas - as far as their rooms reach - free from snow and ice and scatter grit.

Storage places must be cleaned of junk regularly for reasons of fire safety on the caretaker's request. The storage of flammable items and open light is not permitted.

For reasons of fire safety the electrical equipment must be protected from damage. Modifications are only permitted with the Citizen Services Department's consent, provided that the work is performed by a certified electrician, observing the VDE regulations.

Only VDE-certified electrical equipment may be used in the rooms and the area of the shelters.

2. Existing fireplaces must comply with the legal regulations and in particular provide sufficient fire safety.

§6

Maintaining the buildings

1. The Build and Technical Service (Bau & Technische Dienste) Department is responsible for maintaining the shelter, the common facilities as well as their outdoor facilities.
2. Cosmetic repairs to the interior rooms - such as papering and painting the walls and ceilings – are to be performed by the occupants after an agreement with the caretaker.
3. Damage shall immediately be reported to the Citizen Services Department. Every occupant shall take preliminary safety measures within the scope of his/her capabilities to prevent damage and/or its propagation.
4. Modifications to the building, utility facilities or the installation of additional devices or fixtures are not permitted. The installation of aerials requires the consent of the Odenthal community.

Aerials and satellite dishes installed without approval can be removed by the Odenthal community at the owner's expense. Summerhouses, cabins, stables or other buildings must not be installed on the area of the shelters.

§7

Noise disturbances

1. All occupants are obliged to show consideration for other people. Noise and disturbing sounds of any type in the shelters and the yards must be avoided. In particular, noise-making from 1.00 p.m. to 3.00 p.m. and from 10 p.m. to 7.00 a.m. must be refrained from.
2. Whenever radios, TV sets, record players, tape recorders, music instruments and the like are used, moderate volume must be ensured so that uninvolved persons are not disturbed.

§8

Liability

1. The occupants shall be liable for damage according to the regulations of the German Civil Code (BGB).
2. The Odenthal community will not be liable for lost or damaged property.
3. The Odenthal community will not take sole or joint liability unless the damage is caused by wilfulness or gross negligence of an employee of the community.

§9

Termination of the owner and user relationship

The occupant is obliged to hand over the provided rooms broom-clean including all keys as well the inventory to the Citizens Services Department.

§ 10
Domiciliary right

The Citizens Services Department has the domiciliary right. The instructions from the caretaker / representatives (security service / administration employees / janitors / social workers) shall be complied with.

2. The representatives of Citizens Services Department are entitled to enter the shelter and ancillary rooms during the usual times. Therefore, locking cylinders shall not be replaced without proper authority and without the consent from Citizens Services Department.

In case of non-compliance, an exchange of locks will be billed for the persons who have been assigned to the rooms.

§11
Information

The House and Usage Rules must be posted in every shelter in a central place. In addition, every occupant will obtain a copy - if applicable - in English, French and Arabic - for their information against a receipt.

§12
Non-compliance

Violations of the House Rules may be punished by educational measures in the maintenance payments or a removal to other accommodations.

If there is a offence (e.g. theft, drug trafficking, physical injury, violation of the legislation on weapons) charges will be filed basically and the right of using the current accommodation will be withdrawn.

Odenthal, 22 April 2016

Odenthal community
The Mayor

Robert Lennerts