

District Office of Freising

House Rules

for accommodations for asylum seekers in Freising administrative district

The district office of Freising issues the following house rules:

1. Domestic Authority

- 1.1. The Freising district office as a state authority is the authority responsible for the provision of accommodation, and thus has domestic authority, according to § 11 paragraph 2, § 13 paragraph 1, sentence 1 and 2 of the implementing order of asylum laws.
This domestic authority covers the building as well as the premises of the accommodation.
- 1.2. The execution of domestic authority is assigned to the district administrator and the head of department 2 of the district office, as well as the employees of department 26 - social institutions (social institutions in the following). In execution of this domestic authority these persons have the right to enter rooms, to check identity papers, to order visitors to leave the building and/or to stay away from the building.

2. Residents of the accommodation

- 2.1. Residents of the accommodation are asylum seekers and other residents who are entitled by their status. Persons without acknowledgement and without authorization have to leave the accommodation as soon as possible.
- 2.2. Residents have to show consideration and respect for each other. They have to conduct themselves in a way that neither endangers nor harms or inconveniences other residents.
- 2.3. It is forbidden to bring in and consume addictive drugs according to the law on addictive drugs (BtMG) in its relevant form, as well as dealing with the above mentioned drugs. Violations of this law will be prosecuted.
- 2.4. Smoking is forbidden in the accommodation, because of the risk of fire and the consideration for other residents. Excessive consumption of alcoholic drinks is also forbidden.

3. Visitors to the accommodation

- 3.1. Visitors are allowed to stay at the accommodation only during the time from 8.00 a. m. (morning) to 10 p.m. (evening); staying overnight is forbidden. Exceptions (e.g. relatives of 1st degree) can be made after prior agreement by the social institutions; they are not permitted without approval of the social institutions.
- 3.2. Visitors have to behave in a way that neither endangers nor harms or inconveniences other residents.
- 3.3. Visitors are forbidden to bring and consume addictive drugs according to the law on addictive drugs (BtMG) in its relevant form, as well as dealing with the above mentioned drugs. Violations of this law will be prosecuted.
- 3.4. Smoking and the excessive consumption of alcoholic drinks are forbidden for visitors to the accommodation.

4. General rules

- 4.1. Sales agents, merchants, peddlers, representatives (missionaries) of religious communities, clubs or other organizations with the intention of making contracts, selling subscriptions, recruiting members, or missionary work, are forbidden to enter the accommodation; this also applies to persons who offer payable services or who promote something. Violations of this rule will be prosecuted. Each resident has to report such persons immediately to the social institutions.

- 4.2. Media representatives with the aim of publication are allowed entry to the accommodation only with approval from the press office of the district office. Taking photographs on the premises or in the rooms of the accommodation also requires approval from the press office of the district office.
- 4.3. It is forbidden to bring animals into the accommodation, as well as to keep animals of any kind.
- 4.4. It is forbidden to have weapons of any kind (also gas- and blank cartridge pistols) in the accommodation; violations of this rule will be reported to the police.
- 4.5. The social institutions have to be notified in time about
 - absence from food distribution
 - departure, return and domicile when absent for a longer time (more than 1 day).
- 4.6. The social institutions and the police are entitled to check identity papers in the accommodation and on the premises.

5. Allocation and appointments of rooms

- 5..1. Rooms are allocated by the social institutions. The resident has no claim to a certain room; residents have to follow a transfer order. Rooms must not be changed without prior approval from the social institutions. Special rooms are allocated only in exceptional cases on the basis of examination by a (public) health officer.
- 5..2. Appointments provided are property of the district of Freising. They must be treated with care and must remain in their designated places or rooms. Any person responsible for damage or loss will be made liable, if the damage was at least caused by negligence.
- 5..3. Setting up of additional furniture is absolutely forbidden. The social institutions may allow it in exceptional cases. If the accommodation capacity of a room is impaired by additional furniture, the social institutions can execute a compulsory evacuation.
- 5..4. Set-up and use of electrical devices in the rooms is forbidden, exceptions are television sets, CD, DVD and stereo players, and computers, as well as additional lamps, if the electrical lines of the house allow it. Illegally set up or used electrical devices can be confiscated by the social institutions. They are to be returned to the owner on moving or when used outside the accommodation.
- 5..5. On moving from the accommodation the resident has to return all objects provided to him/her to the social institutions. The room and bed, respectively, have to be handed over in a clean condition.

6. Maintenance of rooms and common facilities

- 6.1. Residents have to keep clean and take care of all communally used areas of the building, and of appointments and facilities.
- 6.2. Living, sanitary, washing, drying and kitchen rooms have regularly to be cleaned and aired by residents.
- 6.3. Doors to the building, the communal kitchen, laundry room and cellar have to be kept closed at all times.
- 6.4. In case of sub-zero temperatures residents have to take precautions for the protection against damage by frost. In case of snow, rain and storm windows to the staircase, communal kitchen and rooms have to be kept closed. The task of closing the windows in communal kitchen, laundry room, toilet and bathroom is mainly up to the respective user.
- 6.5. Residents have to report any damage in the building, rooms, communal facilities, as well as of any pest infestation immediately to the social institutions.
- 6.6. Fire and naked flames are forbidden on the premises and in the buildings of the accommodation. This also applies to fireworks.

7. General periods of rest

- 7.1. General periods of rest are from 10 p.m. to 7 a.m. and from 1 p.m. to 3 p.m. Noise generating activities are forbidden during these times.
- 7.2. Radios, loudspeakers, cassette, CD, DVD and record players and television sets, also any kind of music-making have to be kept at moderate volumes also outside rest periods.
- 7.3. Meetings in the rooms must not disturb the peace and quiet of other residents.
- 7.4. Noisy housework and other noise generating activities may only be carried out Monday to Friday between 8 a.m. and 1 p.m. and between 3 p.m. and 6 p.m. and on Saturday between 8 a.m. and 12 noon. On Sundays and holidays noise generating housework or other activities are forbidden.

8. Waste disposal

- 8.1. It is forbidden to throw waste of any kind into the yard, cellar areas, stairways, garages or parking lots. It is also forbidden to use toilets, bathtubs, wash basins or sinks for waste disposal.
- 8.2. Waste, and packing or similar material has to be reduced or cut into smaller pieces. It is forbidden to place waste, glassware or bottles next to the waste containers or outside the buildings.
- 8.3. Kitchen and other waste must be discarded into waste bags or waste containers.

9. Antennae (aerials), telephones

- 9.1. Roof and window antennae and satellite dishes may only be installed with prior approval from the social institutions. It is forbidden to drill holes for cable runs into walls and door or window lintels.
- 9.2. Installation of resident owned telephones is not allowed.
- 9.3. Mobile (cell) phones provided at the accommodation may only be used in case of emergency. Functioning of devices must not be impaired. Any malfunctioning and defect must be immediately reported to the social institutions.

10. Signs

- 10.1. Mounting signs, flyers, posters and other notices of any kind is absolutely forbidden on the premises and in the buildings of the accommodation; exceptions are possible only with prior written approval from the social institutions.
- 10.2. Smearing and painting on district property is forbidden.
- 10.3. Unauthorized removal and painting on or blotting of notes, signs and signboards in the buildings and on the premises of the accommodation is forbidden.

11. Keys

- 11.1. Residents are handed all keys belonging to their allocated place at the time of allocation of rooms.
- 11.2. Residents are liable for all damages caused by misuse or loss of keys, if the damage was caused at least by negligence.
- 11.3. It is forbidden for residents to change locks and security installations of any kind.
- 11.4. On moving from the accommodation residents have to return all keys handed out, as well as any keys that were obtained by themselves, to the social institutions.
- 11.5. Loss of keys must immediately be reported to the social institutions.

12. Laundry

- 12.1. Setting up private washing machines and dryers is not allowed.
- 12.2. The social institutions do not assume liability for theft or damage of laundry.
- 12.3. Defects of washing and drying machines have to be immediately reported to the social institutions.
- 12.4. Hanging up laundry on or in front of windows, radiators and hallways is forbidden.

13. Use of the communal kitchen

- 13.1 Each resident has to keep the cooking area (hot plates, bench) clean. Hot plates must be turned off after use.
- 13.2 Cooking in the rooms is forbidden.

14. Bicycles, prams and other objects

- 14.1 It is forbidden to leave bicycles, prams and bulky objects (boxes, bulky removal things, chairs etc.) in hallways, stairways, and anterooms of boiler and laundry room.
- 14.2 If these rules are violated, the social institutions may remove bicycles, prams and bulky objects, or - if necessary - have them removed at cost to the owner or to the person responsible.

15. Violations of rules

- 15.1 Violation of the house rules can particularly result in
- Relocation of the asylum seeker to another accommodation,
 - Order to stay away from the accommodation for other residents or visitors.

16. Safety rules

- 16.1 The following safety rules have to be observed:
- Fire police rules and regulations
 - Emergency exits, escape routes and hallways must be kept clear
 - Smoke detectors must not be removed. As soon as a smoke detector gives an acoustic signal to indicate that the battery is down, this must be reported immediately to the social institutions or their agent for the accommodation.
- 16.2 Setting foot on or climbing onto the roofing of the accommodation and its outbuildings is forbidden.
- 16.3 Neighboring sites must not be entered.
- 16.4 Parents are liable for their children.

17. Effective date

These house rules come into effect on December 15, 2012.