

H a u s o r d n u n g (House Rules)

for the temporary municipal facilities for refugees and homeless people in the Stadt Münster (the City of Münster)

The following House Rules are issued on the basis of § 3 paragraph 4 of the Stadt Münster "Satzung" (bylaws) dated 16.12.2016 relating to the use of temporary municipal facilities for refugees and homeless people:

§ 1 General information

(1) The Stadt Münster maintains temporary facilities for the temporary accommodation of refugees and homeless people. It has appointed voluntary organizations to provide support for these facilities. Further details are laid down in the Stadt Münster "Satzung" relating to the use of temporary municipal residential facilities for refugees and homeless people.

(2) In the temporary municipal residential facilities, people live closely together. These House Rules provide information regarding the obligations of both residents and visitors.

(3) For a good life together, mutual acceptance, mutual courtesy and willingness to help are essential in addition to what is laid down in the House Rules.

(4) The temporary facilities are places that are free of violence. No kind of physical, verbal or psychological violence and no forms of discrimination are tolerated.

§ 2 Contact persons - domiciliary rights

(1) The temporary municipal facilities are managed by the Stadt Münster and the voluntary organizations. The latter can be addressed with regard to all questions concerning the temporary facilities. The "Sozial- und Hausdienst" (social and facility service) provides for the appropriate care and accommodation of the residents.

(2) The facility staff exercise domiciliary rights. They have to carry out regular checks to ensure that the House Rules are complied with. Their instructions are to be followed.

§ 3 Conditions of utilization

(1) Utilization of the facilities is governed by public law. Nobody has a legal right to be accommodated in a specific temporary facility, in certain rooms, or in rooms of a specific type and size.

(2) In the temporary facilities, appropriate accommodation is made available to families or single persons of the same sex. Single persons are not entitled to allocation of single rooms.

(3) For objective reasons, persons authorized to use the facilities can be assigned to other temporary facilities at any time. The right to use the accommodation can be revoked. Further details are laid down in the Stadt Münster "Satzung" (bylaws) relating to the use of temporary municipal facilities for refugees and homeless people.

§ 4 Right of access

Stadt Münster employees and the staff of the voluntary organizations may access all rooms and facilities:

- On weekdays from 7am to 6pm following notification in good time and when objective reasons require this (e.g. repairs, inspection of the condition of the facility, meter reading), if necessary also accompanied by artisans and craftsmen.
- At all times in cases of imminent danger.

§ 5 Premises

(1) The rooms made available may only be used by the persons who have been instructed in their use and only for residential purposes. Keeping animals is prohibited.

(2) The residents are obligated to treat the rooms allotted to them and the inventory made available to them with appropriate care. No items of furniture or of electrical equipment may be converted or removed from the rooms or community rooms. The installation or setting up of private furniture or electrical devices is in principle prohibited. The respective facility management will decide about any exceptions to this rule.

(3) Residents may not set up any satellite dishes in the temporary facilities or attach them to the building. It is also impermissible to install telephone lines or commission such installations.

(4) Residents may not carry out any modifications to the temporary facilities.

(5) Residents must ensure that the rooms entrusted to them in the temporary facilities are adequately heated and ventilated.

(6) By agreement with the Stadt Münster, any community rooms available may be used for volunteer projects.

§ 6 Safety

(1) For reasons of safety, persons living in the temporary facilities or visiting them must keep the following free of obstacles at all times:

- All windows and doors, corridors, stairwells and pergolas
- Evacuation and escape routes, fire brigade access areas, and building access points

Cellar passages, drying rooms and laundry rooms may not be used as a means of storing or depositing objects. Unlawfully deposited objects will be removed without any further notice by the employee in charge.

(2) The general fire protection regulations are to be complied with. Naked flames or fires are not allowed. Materials causing fire or explosion hazards must not be stored in the temporary facilities. Fire extinguishers and fire alarm systems may only be used in the event of a fire.

(3) Diseases that have to be reported pursuant to §§ 6 and 34 Infektionsschutzgesetz (German Law on the Prevention of Infection) are to be immediately reported to the Sozialdienst or Hausdienst (social or facility service) by those affected or by other residents who acquire knowledge of this. These reportable diseases include, among others, cholera, diphtheria, hepatitis, head lice infestation, measles, meningitis, mumps, pertussis (whooping cough), the plague, rubella, rabies, typhoid, and tuberculosis.

(4) In the temporary facilities, there is an absolute ban on smoking. A person who smokes in one of the facilities has to reckon with having to pay a fine.

§ 7 Tidiness

(1) Residents are obligated to maintain peace and security, treating one another with due courtesy. Excessive noise that will disturb others is to be avoided at all times of the day or night. It is absolutely necessary to maintain nighttime silence from 10pm to 7am.

(2) Persons who have not been instructed in the use of the premises may only be present in the temporary facilities or in the areas belonging to the latter from 10pm to 7am.

(3) The exercise of a trade or professional activity of any kind is not permitted, either in the temporary facilities or in the areas belonging to them.

(4) The washing machines and tumble dryers may be used only by the residents of the temporary facilities for cleaning their own laundry. It is absolute necessary to follow the operating instructions for these items of equipment. The capacities of the equipment are to be observed and used to the full.

(5) Water may be used only as necessary both in the individual household and when it comes to cleaning the temporary facilities. In particular, washing carpets is not permitted. For cleaning carpets, the temporary facilities' Hausdienst (facility service) will lend residents wet vacuum cleaners.

(6) There is a ban in the temporary facilities on the ownership of weapons or the bearing of arms of any kind or of ammunition for the same. There is a similar ban on the ownership or bearing of toy weapons, or replicas of weapons or items of ammunition, that look similar enough to real weapons or real ammunition as to be capable of being regarded as genuine by third parties.

§ 8 Cleanliness

- (1) The residents must clean the temporary facilities and their rooms properly.
- (2) Household waste is to be collected separately from other types of waste and is to be disposed of by means of the refuse containers available. Prior to the disposal of hazardous waste, the Hausdienst is to be consulted.
- (3) Bulky refuse may only be placed at the roadside on the bulky refuse dates specified by the Abfallwirtschaftsbetriebe Münster (waste management services). Dirt or pollution in or on the temporary facilities has to be removed by those who caused it. If they do not do so, the task will be seen to by Stadt Münster staff or those of the voluntary organizations at the expense of the persons who caused the dirt or pollution.
- (4) Household and kitchen waste or other objects must not be disposed of via toilets, washbasins, showers or bathtubs.
- (5) Quantities of waste water may only be released into the drains available, and not onto outdoor areas.

§ 9 Motor vehicles

- (1) In the areas belonging to the temporary facilities, motor vehicles may only be parked in the parking spaces or in areas designated for this purpose. Employee parking spaces identified as such may only be used by Stadt Münster employees or those of the voluntary organizations.
- (2) Only registered vehicles may be parked in the areas belonging to the temporary facilities.
- (3) Unlawfully parked vehicles will be removed at the vehicle owner's expense.
- (4) Neither oil changes nor repairs to motor vehicles or the washing of vehicles are permitted in the areas belonging to the temporary facilities.

§ 10 Moving out

- (1) If residents wish to move out of one of the temporary facilities, they have to notify the Stadt Münster or the Hausdienst of this without delay - before moving out - either verbally or in writing. The keys and other articles loaned to them are to be returned prior to their moving out.
- (2) If an accommodation remains unoccupied, without this being approved, for a period exceeding one month, the Stadt Münster is permitted to arrange for it to be vacated. The previous residents must reimburse the Stadt Münster both for the expense of storing furnishings, furniture and personal effects and for the cost of replacement keys.

(3) The Stadt Münster will send a written request stating that the items stored are to be collected within a specified period of time. If this is not done, the Stadt Münster may auction off these items. If the previous residents' abode cannot be determined, the Stadt Münster will be entitled to auction off the items stored three months after arranging for the accommodation to be vacated. Items that are manifestly unusable or valueless can be immediately destroyed.

Münster, 12.03.2018

(signed)

Markus Lewe
Oberbürgermeister (Mayor)