



## **House rules**

for shared accommodation as of May 2018

### **1. General**

Each resident behaves in such a way that other people are not bothered. The peace of the house must be maintained, and people must be considerate of each other. The city of Hattingen wants to enable peaceful coexistence, regardless of nationality, religion and gender.

### **2. General behaviour**

When a security service is used, the instructions of the security personnel must be followed.

Anyone who riots, harasses or threatens other residents in the accommodation can lose their right to use it. In the event of a criminal offence (e.g. theft, drug trafficking, bodily harm, violation of the weapons law), a complaint will be lodged with the police.

### **3. Use of communal accommodation**

#### **3.1**

The rooms provided as accommodation may only be used by instructed persons and only for residential purposes.

The room is provided furnished (bed/double bed, locker, table, chair). Furniture may only be removed after consultation with the staff. No further furniture may be purchased.

#### **3.2**

Residents of the accommodation are required to treat the assigned rooms with care. A regular cleaning of the premises is required.

#### **3.3**

Residents are obliged to inform the Department of Social Affairs and Housing immediately about damage to the exterior or interior of their assigned accommodation.

#### **3.4**

Changes to the assigned accommodation or the provided accessories may only be made with the express approval of the Department of Social Affairs and Housing.

**3.5**

Damage to the accommodation, the community facilities and the furniture provided by the city, for which a user is responsible, will be remedied by the city of Hattingen at his/her own expense. Parents are responsible for damage caused by their children.

**3.6**

The housing unit is checked at regular intervals. The Department of Social Affairs and Housing is entitled to enter the accommodation, e.g. to check compliance with house rules or to check the hygienic conditions.

**3.7**

Residents who do not habitually occupy their room, use it as a shelter or are absent for a longer period without the approval of the Department of Social Affairs and Housing must expect to be transferred to a shared room and, if applicable, deregistered at the Immigration Office or the Citizens' Office.

**3.8**

The locks in the doors may not be replaced. The entrance key may not be passed on to third parties. Keys to connecting doors may not be removed from the cylinder.

Additional room and front door keys may not be procured independently. Additional keys will be provided if required against reimbursement of the costs by the city of Hattingen. If you move out of a house, the Department of Social Affairs and Housing must be informed at least one week before the moving date. The departure will only be regarded as made when the relevant rooms have been inspected and approved by the responsible staff of the city of Hattingen, together with the resident. When you move out, the rooms must be handed over in the condition in which they were taken over; they must be vacated and cleaned. All keys handed out when you moved in must be returned.

**3.9**

The volume of TV and radio must be only loud enough to hear in the room.

**3.10**

There is an absolute ban on alcohol in all rooms and on the premises.

**3.11**

Smoking is prohibited in all rooms.

**3.12**

The possession, consumption and trade of drugs is prohibited in the accommodation and on the grounds.

**3.13**

The possession of weapons is prohibited.

**3.14**

Open fire (including candles) in the residential units is prohibited.

### **3.15**

All rooms must be sufficiently aired. This is done by opening the windows for a time that is as short as possible but sufficient.

The optimal ventilation behaviour in the dwelling unit is the so-called "push ventilation", i.e. ventilation of the rooms several times a day for approx. 10 minutes by opening the windows wide. The radiators must be switched off when this is done.

### **3.16**

The heaters must be kept free. Wet items of laundry may not be left to dry on the radiators.

### **3.17**

The corridors serve as escape routes. Items such as bicycles, garbage, bulky waste or personal belongings may not be stored in them. The same applies to stairs, corridors and other escape and rescue routes.

Any items placed there may be removed without further notice at the expense of the person who left them there.

### **3.18**

The residents are responsible for cleaning the property including stairs, corridors and common areas (e.g. bathrooms and kitchens).

The cleaning plans displayed must be complied with:

### **3.19**

The outside areas must be kept in good condition by the household. This includes the removal of garbage and cigarette butts.

The residents must participate in the removal of snow and ice on the outer surfaces. Instructions from the staff must be carried out.

### **3.20**

Keep quiet from 10 pm to 7 am. This also applies to the use of washing machines and other equipment.

### **3.21**

The front doors must be kept closed.

## **4. Electrical systems / Fire protection**

### **4.1**

Changes to electrical systems and lines or to the heating system are prohibited.

### **4.2**

Larger electrical appliances may not be plugged in in the room (e.g. hotplates, junction boxes without CE standard). The installation of electric heaters and radiators is not allowed for fire protection, among other reasons. The units may be removed by the Department of Social Affairs and Housing and disposed of for a fee.

#### **4.3**

Only pots, pans and, where appropriate, glass jugs may be used on the stovetops.

#### **4.4**

The heat and smoke detectors must not be covered.

#### **4.5**

No curtains or rugs may be installed.

#### **4.6**

The access door in the middle next to the bathroom must always be kept clear as an escape route.

#### **4.7**

The complete shutdown of the radiators in the cold season is prohibited. This also applies to temporary non-use, such as during short trips.

### **5. Waste disposal**

#### **5.1**

Waste may only be disposed of in approved refuse containers.

#### **5.2**

From the refuse containers, especially in the kitchen, the wet waste should be disposed of daily (fruit peelings, teabags, coffee filters, etc.).

#### **5.3**

Other waste must be disposed of at least once a week in the appropriate waste containers.

### **6. Animals**

Animals are not permitted.

### **7. Public statements of opinion**

Public statements of opinion, e.g. stickers, posters, graffiti, etc. are prohibited. Possible costs incurred for the removal will be charged to the person who placed them there.

### **8. Diseases and pest infestation**

Emerging communicable diseases and pest infestation (e.g. cockroaches) must be reported immediately to the city of Hattingen or to the responsible caretaker or social worker. The person affected by the disease / pest infestation as well as on any other resident who is aware of the disease or pest infestation are obligated to notify.

## **9. Visits**

### **9.1**

Visitors and unregistered persons are not allowed to stay in the accommodation. If you let an unauthorised person stay in the accommodation, you may lose your right to use it.

### **9.2**

Visits can be received daily from 07:00 to 21:00.

## **10. Consequences of non-compliance with the house rules**

Failure to comply with the house rules will result in the loss of the right of use.

The accommodation in the shared accommodation requires mutual consideration and unconditional observance of the house rules by all residents.

Violations of the house rules constitute an offence and can be punished in individual cases with a fine of up to **500 euros**, as far as they are not threatened under federal or provincial law with punishment or fine. In addition, violations of the house rules in individual cases may justify an administrative procedure.