

HOUSE RULES

Municipal Accommodation for Refugees and Homeless Persons

1. General Provisions

The City of Rheda-Wiedenbrück maintains accommodations for the temporary housing of refugees and homeless persons. Further details are regulated in the “Regulations on Use and Fees for Accommodation for Refugees and Homeless Persons” of the City of Rheda-Wiedenbrück.

In municipal accommodations, people live closely together. These house rules inform residents and visitors about their obligations.

For harmonious coexistence, in addition to the rules of these house regulations, mutual acceptance, consideration, and helpfulness are essential.

Municipal accommodations are violence-free spaces. Any form of physical, verbal, or psychological violence, as well as any form of discrimination, will not be tolerated.

2. Contact Persons – House Rules Authority

The Department of Social Services and Citizen Support manages the municipal accommodations and ensures appropriate care and housing for residents.

Staff exercise the authority over the premises. They must regularly monitor compliance with the house rules. Their instructions must be followed.

3. Terms of use

The user relationship is governed by public law. There is no legal entitlement to accommodation in a particular facility, in specific rooms, or in rooms of a particular type or size.

Families and single persons of the same sex are provided with appropriate living space. Single persons are not entitled to the allocation of a single room.

Residents may be reassigned to other municipal accommodations at any time for valid reasons. The right to use the accommodation may be revoked. Further details are governed by the “Regulations on Use and Fees for Accommodation for Refugees and Homeless Persons” of the City of Rheda-Wiedenbrück.

4. Right of Entry

Employees of the City of Rheda-Wiedenbrück may enter all rooms, facilities, and premises:

- on weekdays between 6 a.m. and 8 p.m. after prior notice and if there are valid reasons (e.g., repairs, inspection of conditions, reading of meters, etc.), if necessary together with tradespeople;
- at any time in cases of imminent danger.

5. Premises

The allocated rooms may only be used for residential purposes and only by the persons assigned to them. Keeping animals is prohibited.

Keys handed over upon move-in may not be given to unauthorized persons. Copying keys is not allowed. Residents are liable for any misuse of the keys.

Unauthorized exchange or change of door locks, rooms, or accommodations is not permitted.

Residents are required to handle the assigned rooms and the temporarily provided inventory with care. Furniture or electrical appliances may not be removed or modified. Bringing personal furniture or electrical appliances is generally not permitted. Exceptions may be granted by the responsible staff of the Department of Social Services and Citizen Support.

Painting the rooms is only allowed after consultation with the responsible staff.

Residents may not install satellite dishes inside or attach them to the building.

Residents may not make any alterations to the accommodations.

Residents must immediately report damage and defects in the building, outdoor facilities, or inventory to the responsible staff. Residents are liable for self-inflicted damage under legal provisions. Parents are liable for damage caused by their children.

Residents must ensure adequate heating and ventilation of the allocated rooms. Even in the cold season, rooms must be sufficiently ventilated. Costs for mold treatment or similar damage resulting from improper or insufficient ventilation are borne by the responsible party.

Entrance doors must be kept closed from 10 p.m. in summer months and from 9 p.m. in winter months.

Open flames (including candles), heating devices, and shishas are not permitted in the rooms.

Common rooms may be used for voluntary projects with the approval of the Department of Social Services and Citizen Support.

6. Safety

Residents and visitors must keep the following areas clear at all times for safety reasons:

- all windows and doors, corridors, stairways, and galleries,
- emergency and escape routes, fire brigade access roads, and building entrances.
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Basement corridors, drying rooms, and laundries may not be used for storing objects. Unauthorized items will be removed by staff without further notice.

General fire safety regulations must be observed. Open flames and lights are not permitted. Flammable or explosive materials may not be stored in the accommodations. Fire extinguishers and fire alarm equipment may only be used in the event of fire. Smoke detectors may not be removed.

Reportable diseases under §§ 6 and 34 of the Infection Protection Act must be reported immediately by the affected person or by other residents who become aware of them to the responsible staff of the Department of Social Services and Citizen Support. Reportable diseases include cholera, diphtheria, hepatitis, head lice, measles, meningitis, mumps, pertussis, plague, rubella, rabies, typhoid, and tuberculosis.

Smoking and drug use are strictly prohibited in the accommodations. Anyone who smokes, consumes, or cultivates drugs in the accommodation must expect sanctions.

7. Order

Residents are obliged to maintain peace and consideration for one another. Disturbing noise must be avoided at all times of the day and night. Nighttime quiet hours from 10 p.m. to 6 a.m. must be observed.

Unauthorized persons (visitors) may only remain in the accommodations or on the premises between 7 a.m. and 10 p.m. Overnight stays of unauthorized persons are generally not permitted. Exceptions require prior written approval from the Department of Social Services and Citizen Support.

The operation of a business or freelance activity of any kind is not permitted in the accommodations or on the associated premises.

Excessive alcohol consumption is not allowed.

Washing machines and dryers may only be used by residents for their personal laundry. Washing and drying may only take place in the designated rooms.

Device instructions must be strictly followed. Capacity limits must be respected. Residents are liable for damages resulting from improper use. Self-repairs are prohibited.

Water may only be used for household needs and cleaning of the accommodation. Carpet washing is not permitted.

The possession or carrying of weapons of any kind, including ammunition, is prohibited in the accommodations and on the premises. The same applies to toy weapons or replicas that could be mistaken for real weapons or ammunition.

8. Cleanliness

Residents must clean their rooms and the accommodation properly. Cleaning of common areas is carried out weekly by rotation among residents or according to a cleaning schedule established by staff of the Department of Social Services and Citizen Support.

Household waste must be separated and disposed of in the provided containers. Household and kitchen waste or other items may not be disposed of via toilets, sinks, showers, or bathtubs. Violations will result in residents bearing the repair costs.

The collection and storage of waste in or around the accommodations is not allowed.

Bulky waste may not be placed on the roadside or on the premises. It must be properly disposed of at a recycling facility.

Contamination in or on the accommodations must be cleaned by those responsible. If not, the City of Rheda-Wiedenbrück may commission third parties to do so, with costs charged to the responsible party.

9. Motor Vehicles

Motor vehicles may only be parked on designated parking areas of the accommodations.

Only licensed vehicles may be parked on the premises.

Unauthorized vehicles will be removed at the expense of the owner.

Oil changes, repairs, and car washing are not permitted on the premises.

10. Moving Out

If residents wish to move out, they must inform the responsible staff of the City of Rheda-Wiedenbrück immediately—before moving out. The move-out will be confirmed and the obligation to pay fees ends once the accommodation is cleaned, personal belongings are removed, and the keys provided are returned.

If an accommodation remains unoccupied without permission for more than two weeks, the City of Rheda-Wiedenbrück may vacate it. Storage costs for furniture and personal belongings must be reimbursed by the residents, as well as costs for replacement keys.

If the whereabouts of residents cannot be determined, the City of Rheda-Wiedenbrück is entitled to sell stored belongings where possible, or properly dispose of them if they are clearly worthless.

11. Final Provisions

Any violation of these house rules constitutes improper use of the accommodations. In the case of serious or repeated violations, the City of Rheda-Wiedenbrück reserves the right to revoke the housing assignment.

Residents are liable under legal provisions for all damages to the City of Rheda-Wiedenbrück resulting from violation or neglect of the house rules, including failure to comply with reporting obligations.

Amendments or changes to these house rules are not excluded.

Rheda-Wiedenbrück, 01.10.2025

signed

Theo Mettenborg
Mayor