

House rule

(Stand 10.07.2024)

Preamble

According to Article 6 paragraph 1 of the Reception Act (AufnG), the Cham District Office, as a state authority, operates the decentralized accommodation for asylum seekers and ensures the accommodation for the persons required to live there.

For the duration of the stay in the facility, a public-law usage relationship is established between the Free State of Bavaria and the accommodated persons.

The Cham District Office defines the modalities of this public-law usage relationship in the house rules and is entitled to issue orders and take measures towards users to the extent that these are necessary to ensure safety and order in the facility.

The house rules regulate living together in the accommodation.

The accommodation places particular emphasis on respecting fundamental and human rights, as well as peaceful and respectful coexistence. Any form of violence and discrimination will not be tolerated. The violence protection concept developed for the facility is intended to ensure the protection of all people accommodated within the facility, especially groups of people who are particularly in need of protection.

§ 1 Scope

- (1) These house rules apply to the entire premises of the decentralized accommodation. They are aimed at all persons accommodated and visitors to the decentralized accommodation. The house rules extend to all buildings and the entire premises of the decentralized accommodation.
- (2) Likewise, other persons (e.g. volunteers, lawyers, etc.) staying in the accommodation must adhere to the provisions of these house rules.

§ 2

Accommodation provider, house rules

- (1) The decentralised accommodation is operated by the Free State of Bavaria, represented by the Cham District Office. The Cham District Office has the right of ownership.
- (2) The exercise of house rules is delegated to the employees of the accommodation management (hereinafter referred to as "administrative staff"). In exercising house rules, the administrative staff may in particular allocate rooms, make transfers, carry out bag checks and, event-related access and room checks, expel persons from the accommodation and issue house bans. In the event of differences of opinion between accommodated persons and ambiguities regarding the aforementioned points, the responsible accommodation manager shall decide.

§ 3 Accommodated persons Untergebrachte Personen

- (1) Accommodated persons are all persons who have been assigned to and admitted to this accommodation. Personen wurden ihnen zugeteilt und in dieser Unterbringung aufgenommen.
- (2) The people accommodated are obliged to show mutual consideration. They must behave in such a way that others are neither endangered nor harmed or harassed. Sie müssen sich gegenseitig Rücksicht nehmen. Sie müssen sich so verhalten, dass andere weder gefährdet noch verletzt oder belästigt werden.
- (3) The accommodated persons must follow the instructions given by the administrative staff or any security service appointed in the exercise of their law and order duties. Die Untergebrachten müssen die Anweisungen der Verwaltungspersonal befolgen. Sie müssen die Anweisungen von Sicherheitsdiensten befolgen, die im Rahmen ihrer gesetzlich vorgesehenen Aufgaben vornehmen. Folge zu leisten.
- (4) Regular attendance checks are carried out. If a person is absent for more than one week without authorization - i.e. without notifying the administrative staff of their absence - they are considered to have gone into hiding. A notice is issued to determine their whereabouts (Section 66 of the Asylum Act). This may result in a reduction or, if necessary, the cessation of benefits under the Asylum Seekers Benefits Act. Regelmäßige Anwesenheitskontrollen werden durchgeführt. Wenn eine Person länger als eine Woche ohne Genehmigung fehlt - d.h. ohne die Verwaltungspersonal von ihrer Abwesenheit in Kenntnis zu setzen - wird sie als vermisst angesehen. Ein Verbleibbescheid wird erlassen, um ihren Aufenthaltsort zu ermitteln (Abschnitt 66 des Asylgesetzes). Dies kann zu einer Kürzung oder, falls erforderlich, zum Entzug von Leistungen nach dem Asylbewerberleistungsgesetz verbunden sein.

§ 4 Entering the facility Betreten der Einrichtung

- (1) The decentralized accommodation is not a generally accessible public facility. Only authorized persons are granted access to the building. In addition to customs, rescue services, the fire brigade, the police and other security authorities on duty, only accommodated persons and administrative staff are authorized to enter. Die dezentralisierte Unterbringung ist keine allgemein zugängliche öffentliche Einrichtung. Nur autorisierte Personen sind zum Zutritt in das Gebäude berechtigt. Neben den Zoll, Rettungsdiensten, der Feuerwehr, der Polizei und anderen Sicherheitsbehörden vor Ort sind nur Untergebrachte und Verwaltungspersonal zum Zutritt berechtigt.
- (2) Also authorized to enter are refugee and integration counseling services approved by the accommodation management, as well as other non-profit organizations or volunteers who provide support services (e.g. childcare, leisure and educational services). Zusätzlich zum Zutritt sind auch von der Unterbringungsverwaltung genehmigte Flüchtlings- und Integrationsberatungsstellen, sowie andere gemeinnützige Organisationen oder Freiwillige, die Unterstützungsleistungen (z.B. Kinderbetreuung, Freizeit- und Bildungsangebote) erbringen, zum Zutritt berechtigt.
- (3) Access is granted to those employed in the accommodation for a short period of time (in particular craftsmen, suppliers) - in consultation with the accommodation management. Zugang wird auch für diejenigen in der Unterbringung Beschäftigten für eine kurze Zeit (insbesondere Handwerker, Lieferanten) - in Absprache mit der Unterbringungsverwaltung, gewährt.
- (4) Visitors (e.g. relatives, volunteers, unless they are already covered by paragraph 2) are only permitted to enter the decentralized accommodation with the express permission of the administrative staff. Visitors are generally not permitted to stay overnight in the facility. Besuchern ist es grundsätzlich nicht gestattet, in der Einrichtung zu übernachten. Besucher sind nur mit der ausdrücklichen Genehmigung der Verwaltungspersonal zum Zutritt in die dezentralisierte Unterbringung berechtigt.
- (5) People who want to enter the facility to conclude contracts or subscriptions, to recruit members, or to carry out missionary or political activities are not allowed to enter. This also applies in principle to people who sell goods, offer paid services or advertise. The situation is different if the administrative staff has commissioned the sale or service or has approved it in advance. Violations will be prosecuted. The people accommodated are obliged to report such people to the administrative staff immediately. Personen, die in die Einrichtung eintreten wollen, um Verträge oder Abonnements abzuschließen, Mitglieder zu rekrutieren oder missionarische oder politische Aktivitäten durchzuführen, sind nicht zum Zutritt berechtigt. Dies gilt grundsätzlich auch für Personen, die Waren verkaufen, bezahlte Dienstleistungen anbieten oder werben. Eine Ausnahme besteht, wenn die Verwaltungspersonal den Verkauf oder die Dienstleistung beauftragt oder genehmigt hat. Verstöße werden strafrechtlich verfolgt. Die Untergebrachten sind verpflichtet, solche Personen sofort der Verwaltungspersonal zu melden.
- (6) Media representatives may only enter the decentralized accommodation for the purpose of public reporting with the permission of the Cham District Office. Medienvertreter dürfen die dezentralisierte Unterbringung nur zum Zweck der öffentlichen Berichterstattung mit der Genehmigung des Cham-Distriktsamts betreten.

Taking photographs and filming in the immediate vicinity of the decentralized accommodation (in the garden, ...)

in the courtyard, etc.) and in the accommodation requires the approval of the Cham District Office, unless it is exclusively private recordings without the intention of publication. Personal rights, in particular the right to one's own image, must be protected in all cases.

§ 5

Allocation and equipment of rooms, room keys

(1) The rooms are allocated by the administrative staff. The accommodated persons are not entitled to be allocated a specific room. Single persons are not entitled to be allocated a single room. The administrative staff has the right at any time to order transfers within the accommodation or to other accommodation for organizational or other objective reasons, in particular to utilize capacity, to avoid or resolve conflict situations or for reasons of infection protection.

(2) Persons requiring special protection should, if possible, be allocated a room specially adapted for this purpose. Medical considerations shall be taken into account as far as possible.

(3) The furnishings provided are either the property of the landlord of the decentralized accommodation or of the Free State of Bavaria. They must be treated with care and may only be removed from the designated places or from the rooms with the prior permission of the facility management. In the event of damage or loss, those responsible are liable if they caused the damage at least negligently.

(4) The rooms are equipped with a locking system. Each resident of a room receives a key for the assigned room. A master key for all rooms is kept with the administrative staff. The keys must be kept carefully and if lost, the administrative staff must be informed immediately.

(5) When moving out of the decentralized accommodation, the accommodated persons must return all items provided to the accommodation management. This does not include items that were handed over for consumption or to be kept. The room, especially the bed and lockers, must be handed over in a clean condition. Any furniture or other personal items must be removed at the guest's own expense.

Personal items not picked up within 7 days of moving out may be disposed of at the former owner's expense.

(6) The accommodated persons must take care of their own personal belongings. The Free State of Bavaria is not liable for loss or theft, except in cases of intent or negligence on the part of the administrative staff or other employees of the Cham District Office.

§ 6

Use and care of rooms and communal facilities, hygiene

(1) Persons staying in the accommodation as well as the accommodated persons are obliged to clean their rooms and the sanitary areas directly assigned to them, as well as to keep the parts of the building, facilities and equipment used clean and to take care of them.

- (2) House entrance doors and fire doors must always be kept closed (no "wedging" or similar).
- (3) Any unnecessary consumption of water, electricity and heating must be avoided.
- (4) When cold weather sets in, the people staying in the building are obliged to take precautions to protect themselves against frost damage. In the event of snowfall, rain or storms, the windows in the stairwells, bathrooms, toilets and rooms must be kept closed. The obligation to close the windows in the stairwells, sanitary rooms, toilets and rooms primarily applies to the people staying in the building and the users of the building in question.
- (5) Residents are obliged, especially during the cold season, to ventilate all rooms used at least three times a day. During this time, radiators must be turned off.
- (6) Storing perishable food in residents' rooms or on window sills, as well as storing drinks on window sills, is prohibited. The exception to this is storage in refrigerators if there are refrigerators in the rooms of the residents.
- (7) The setting up of additional furniture is not permitted. The accommodation management can allow exceptions if, in particular, the occupancy capacity and fire safety are not affected and no danger is created for the accommodation or the people staying in the accommodation.
- (8) Leaving strollers and bulky items (boxes, bulky luggage, etc.) on sidewalks, in hallways, forecourts and stairwells is prohibited. Bicycles and strollers may only be parked in the areas provided for them. In the event of a violation, the facility management can remove the bicycles or - if necessary - arrange for them to be removed at the owner's or the person responsible's expense.
- (9) It is strictly forbidden to park and especially charge electric bicycles and electric scooters in the rooms. Electric bicycles and electric scooters must be parked in the designated areas.
- (10) Cooking is only permitted in the designated areas (= kitchens).**
- (11) Barbecues are prohibited in the accommodation and in the immediate vicinity of the accommodation.
- (12) Cooking over open fire is strictly prohibited in the accommodation and in the immediate vicinity of the accommodation.
- (13) Smearing and painting the buildings, furniture and other accessories is prohibited.
- (14) Unauthorized structural or technical changes, e.g. to heating, sanitary and electrical systems in the rooms or buildings, are prohibited.
- No additions or alterations may be made, in particular no roof or window antennas or satellite dishes may be installed. It is also forbidden to drill holes for cable feedthroughs in walls, window and door frames, or to hammer nails or similar into walls, doors and window frames.

(15) In particular, the following shall be reported immediately to the administrative staff or the security service:
zu melden

- Fire hazard, fires, Brände
- infectious diseases, Krankheiten
- Appearance of vermin, Geziefer
- Damage to and in the buildings and furnishings (especially mold formation, Mehlbildung);
- Criminal acts committed in the decentralized accommodation, in particular theft and damage to property and
- other important incidents from which it can be concluded that there is an imminent threat to security and order.

(16) Any modifications to the locks and security devices of any kind, in particular fire alarms, by the accommodated persons who have not been authorized to do so are prohibited.

(17) The accommodation management may exclude individual persons or groups of persons from using certain communal facilities.

§ 7 Fire protection

(1) The fire safety regulations and provisions of the fire protection regulations (see notice) must be observed. In the event of a fire alarm, including a test alarm, the building must be left immediately, the assembly points must be reached and the instructions of the administrative staff or the security service must be followed.
In addition, the accommodation provider employs fire safety assistants and regulates any measures that may be required. The instructions of the fire safety assistants must also be followed.

(2) Emergency exits, escape routes, stairwells and hallways must always be kept clear and fire doors must always be kept locked.

(3) The unauthorized installation or use of electrical heating, cooling, television, kitchen and cooking appliances, as well as irons and additional lighting in the rooms is prohibited. Kettles or similar devices that are required for preparing baby or children's food and that have been issued by the accommodation management or whose operation has been permitted by the accommodation management may be used. Sockets may not be tampered with and may only be used with proper plugs. Electrical devices that are installed and operated illegally will be confiscated by the management or the contractually obligated security service. They must be returned to the owner when moving out or when used outside the accommodation. Devices that pose a safety risk will be disposed of immediately at the owner's expense. Devices that are not collected within 7 days of moving out can be disposed of at the expense of the former owner.

(4) The use of open fire and the storage of flammable substances and liquids are prohibited in the accommodation. This also applies to candles. The possession of fireworks is prohibited (including at New Year). In the event of violations, the items will be confiscated.

(5) Smoking is strictly prohibited in the accommodation and in the areas of the escape and rescue doors. This also applies to the areas in front of the windows. Smoking is only permitted in the designated areas in front of the accommodation. Heating coal (especially for water pipes and shishas) in the building is not permitted.

58 Waste disposal Abfallentsorgung

(1) Waste and cigarette butts must be collected in the garbage and ash containers provided for this purpose. In particular, it is prohibited to throw cigarette butts onto the premises, into the green areas or onto the pavements.

(2) Waste, packaging material and the like must be shredded. It is prohibited to leave waste, glasses or bottles next to the garbage containers or outside. The instructions for separating waste (e.g. plastic waste) must be followed. Food waste must be disposed of immediately in the garbage containers provided.

(3) It is prohibited to use the drains of toilets, bathtubs, sinks and wash basins for the disposal of waste or to introduce any objects which may cause blockages into them for any other reason.

§ 9

Washing and drying laundry

(1) Washing and hanging laundry in the rooms of accommodated persons, on or in front of windows, on radiators and in corridors is prohibited.

(2) Washing and hanging or drying laundry is only permitted in the rooms provided (=laundry room).

(3) The Free State of Bavaria shall not be liable for theft of or damage to the laundry, except in cases of intent or gross negligence on the part of the administrative staff.

§ 10

General house quiet

(1) There is general quiet in the house from 10:00 p.m. to 6:00 a.m. Activities that cause noise are not permitted during this time.

(2) Noise, especially from radios or mobile phones, must be kept at room volume even outside quiet hours.

(3) Meetings in the rooms must not disturb the peace and quiet of other accommodated persons.

§ 11

Provision and use of WLAN

(1) There is no legal entitlement to the provision and use of Wi-Fi in the decentralized accommodation.

(2) If Wi-Fi is provided, the persons accommodated are prohibited from using it in any way that violates applicable law, infringes the rights of third parties or violates the principles of child protection. In particular, the following actions are prohibited:

- the posting, distribution, offering and advertising of pornographic content, services and products that violate child protection laws, data protection laws or other laws or are fraudulent; *inhalten bzw. betrügerischer Inhalte, Dienste und Produkte;*
- the publication or making available of content that insults or defames other residents or third parties; *leidigt oder verleumdet werden;*
- the use, provision and distribution of content, services or products that are protected by law or encumbered with the rights of third parties without being expressly authorized to do so; *zu sein;*
- making copyrighted works publicly available or other acts that violate copyright law, particularly when using so-called "Internet file-sharing platforms" or file-sharing services. *weg, "Internet-Austauschbörsen" oder File-Sharing-Diensten.*

§ 12

Signs, leaflets, flyers and posters *Schilder und Plakate*

(1) The posting of signs, leaflets, flyers, posters and other notices as well as the display of flyers of any kind is generally not permitted on the premises and in the accommodation; exceptions require the prior written permission of the accommodation management. *erlaubt ist. Schriftlichen Erlaubnis der Unterkunftsleitung.*

(2) The unauthorized removal, painting or overpainting of notices, signs and information boards at the accommodation is prohibited. *unt ist verboten.*

§ 13

Parking and driving on the accommodation premises with motor vehicles *Kraftfahrzeugen*

(1) Parking in the immediate vicinity of the accommodation is only permitted with the written permission of the accommodation management and the property owner. *nis der*

(2) Fire service access and escape routes must be kept clear at all times. *zuhalten.*

(3) Driving and parking on the accommodation premises is at your own risk. The Free State of Bavaria is not liable for damage to or theft of the vehicle or from the vehicle, except in cases of intent or negligence on the part of the administrative staff. *ssigkeit des Verwaltungspersonals, ausgeschlossen.*

(4) In the event of a violation, the accommodation management or the property owner may have the motor vehicle removed at the owner's or the person responsible's expense. *umern/ides Eigentümers bzw. der Verursachern/ des Verursachers veranlassen*

§14

General safety regulations *Sicherheitsbestimmungen*

(1) Entering or climbing existing fences is prohibited. *ndenen Umzäunungen ist verboten*

(2) Entering and climbing onto roofs of buildings and containers is prohibited. *r Gebäude sowie Container ist*

forbidden. **erboten**

Parents are responsible for supervising their children and must ensure that their children observe the rules of the facility. **Einrichtung beachten**

§ 15

Prohibited actions and prohibited items **verbotene Gegenstände**

The possession of weapons of any kind (including gas and blank-firing pistols and imitation weapons) as well as other dangerous objects and tools is prohibited on the premises of the decentralized accommodation. Prohibited objects will be confiscated and handed over to the police. **an und der Polizei übergeben**

The possession and consumption of alcoholic beverages is prohibited on the premises of the decentralized accommodation. Alcoholic beverages will be confiscated. Intoxicated, intoxicated or aggressive persons may be denied entry to the accommodation or may be temporarily expelled from the accommodation. **Eintrittskunft zeitweise verwiesen werden**

The possession and consumption of cannabis is prohibited on the premises of the decentralized accommodation. The cultivation and breeding of hemp plants for the production of cannabis is prohibited on the premises of the decentralized accommodation. Hemp plants, cannabis and cannabinoids will be confiscated and handed over to the police. **an Polizei übergeben**

The possession and consumption of narcotics under the Narcotics Act (BtMG), as well as the trade in these, is prohibited in the accommodation and the immediate vicinity of the accommodation. Prohibited narcotics will be confiscated and handed over to the police. **an Polizei übergeben**

Any form of prostitution is prohibited in the decentralized accommodation. **erboten**

Entering the decentralized accommodation with animals, as well as keeping, feeding, catching and killing animals of any kind - farm animals, domestic animals and small animals - in the accommodation is not permitted. Exempt from the ban on keeping and entering are assistance dogs for people with disabilities, guide dogs for the blind and police dogs. In justified individual cases, the accommodation management can allow further exceptions.

§ 16

Controls and control powers **Kontrollbefugnisse**

To protect the facility and the people accommodated, the administrative staff and the security service are authorized to search people being accommodated upon admission, in particular to check whether they are carrying any items that are prohibited in the facility (§ 15). The authorization of the administrative staff or the security service includes checking any luggage carried and searching the people's outer clothing. The search requires the consent of the person being searched and is not enforced by the administrative staff or the security service using force. The searches are always carried out by people of the same sex. The search must be carried out in such a way that the sense of honor of the person being searched is not violated and proportionality is maintained. People who are carrying prohibited items and do not hand them over voluntarily or do not consent to a search will be denied entry. The police will be called in if necessary. **Gegebenenfalls erfolgt die Hinzuziehung der Polizei**

(2) The administrative staff and the security service are entitled to check accommodated persons and other persons upon entering the facility and if there is reasonable suspicion on the premises, in particular for carrying prohibited items in accordance with Section 15 and to carry out bag and locker checks for this purpose. Paragraph 1 shall apply accordingly.

(3) The rooms of the accommodated persons may be entered by the administrative staff and the security service after announcement or at previously agreed times in order to ensure and maintain safety and order in the facility (in particular occupancy, room and hygiene checks, etc.).

(4) The administrative staff and the security service, if necessary accompanied by persons from other bodies or organisations, may enter the rooms without prior notice or a pre-arranged appointment, even in the absence of the person concerned, if there are facts justifying the assumption that

- in connection with the stay of a person in the respective room, an immediate danger to the safety and order in the facility is imminent or has already occurred;
- urgent structural, technical or hygienic deficiencies need to be remedied;
- Unauthorized persons must be expelled from the facility.
- this is necessary to carry out return measures.

(5) During the general house quiet hours from 10 p.m. to 6 a.m., entry into the rooms of the accommodated persons in the case of paragraphs 3 and 4 is only permitted in urgent cases.

§17 ^{§ 17} Widerhandlungen Violations

(1) In the event of violations of the house rules, the accommodated persons may in particular be transferred to other accommodation or the accommodated persons or visitors as well as other persons subject to the house rules according to Section 1 may be banned from the premises.

(2) In the event of unauthorized entry to the property or violation of an existing ban on entry, criminal charges will be filed for trespassing.

(3) Criminal conduct will be reported. Administrative offences will be punished in accordance with the relevant legal provisions. Private and public law claims will be asserted, particularly in cases of damage to property or misuse of emergency calls.

§18 Final provisions Schlussbestimmungen

- (1) The house rules come into force immediately.
- (2) In case of doubt, the wording of the German house rules shall apply.
- (3) Previously issued house rules are hereby repealed.