

## House Rules for Exit Centre Kærshovedgård

### 1. **General issues:**

#### **Objective**

House Rules for Exit Centre Kærshovedgård aims to ensure peace and order at the Exit Centre and create peace of mind for residents, guests and staff.

As a resident of the Exit Centre you must comply with the staff's instructions.

### 2. **Framework for accommodation:**

#### **Arrival at the Exit Centre**

Upon arrival at the Exit Centre you will be assigned space in one of the rooms of the Exit Centre and receive general information about place.

#### **Duties**

You are obligated to stay in the Exit Centre.

If you have residence obligation, you may apply to the Danish Immigration Service for permission to sleep outside the Exit Centre.

If you have no residence obligation, you may apply to the Probation Service for permission to be absent from the Exit Centre for up to 3 days and nights. In the event of absence exceeding 3 days and nights, you should apply to the Danish Immigration Service for permission.

If you have been assigned with report duty, you must report to the Police in accordance with the decision, you have received in relation to this.

If in reality you do not reside at the Exit Centre, you will be registered as an absentee. In addition, you will be registered as an absentee if during 3 working days you have not picked up your post or if upon request you have not contacted the Exit Centre staff.

In the event of unjustified absence from the Exit Centre, you will lose your right to health services. Furthermore, residents otherwise entitled to cash benefits will lose their right to these.

In the event of absence from the Exit Centre, the Police and the Danish Immigration Service will be notified. Your personal belongings will be packed and stored at the depot (destruction after 3 months).

**Mail and information**

You should on a daily basis check if there is mail for you and pick it up. You should keep yourself updated as to important information from the Exit Centre which can be seen on the information displays.

**Access**

You should present your asylum card/access card when entering and leaving the Exit Centre. There is only access to the Exit Centre via the access control. You should present your asylum card and key card in the Exit Centre when requested by the staff. The key card gives you access to the places at the Exit Centre where you are allowed. The key card is personal, and you may not hand it over to other persons. Please remember to update your key card yourself.

**Fence**

You may not touch or climb the fences erected in and around the Exit Centre.

**Staying inside and outside the Exit Centre**

You may not stay for a longer time directly in front of the Exit Centre. Neither may you stay within the areas of the Exit Centre reserved for the Probation Service, other authorities and suppliers if you have no business there. When moving around outside the Exit Centre, attention should be paid to the Exit Centre's neighbours, traffic and other users of the area etc.

**Night rest**

There must be peace and quiet in the Exit Centre between 23.00 - 7.00.

**3. Rooms and personal belongings:****Rooms**

You must stay in the room assigned to you. The staff decides in which room you are going to stay.

- ✓ You should keep your room, your toilet/washrooms and equipment clean and nice and hand it back in the same condition as you received it in.
- ✓ For the sake of the indoor climate you must air the room daily.
- ✓ If you have washing-up or similar things, it should be cleaned and put into place every time.
- ✓ You may not drill holes or hammer nails into walls or make changes in the structure of the buildings.
- ✓ You may not, without staff permission, install other furnishings than what is present in the room or remove furnishings without staff permission or destroy the furnishings.
- ✓ You are not allowed to cook in the room, and you may not install electrical household appliances in the room, including microwave ovens, hotplates etc.
- ✓ You may have minor electric appliances in your room, including hair trimmer and blow dryer.
- ✓ You are not allowed to keep pets at the Exit Centre. Neither may you feed cats, birds and other animals found on the premises of the Centre.

**Common areas**

All hallways functioning as escape routes must be kept free from objects. Common areas outside should be kept cleaned and tidy. Waste must be disposed of in the waste containers for such purposes. Furnishings should be kept nice and tidy.

Vandalism in relation to objects belonging to the Exit Centre or other persons will be reported to the Police together with claims for compensation. In addition, incidents will be reported to the Danish Immigration Service.

### **Own belongings**

In your own room you may have the necessary belongings, but it is at your own risk. Other belongings may be included to the extent that there is place in the room. You may not bring major furniture without permission from the staff.

### **Staff access to your room**

It may be necessary for Exit Centre staff to gain access to your room. It can for example be in connection with supervision and maintenance of various installations etc. As a starting point, the staff will obtain your consent, but if the purpose is acute, it may be necessary for staff to go into your room even if you are not at home or have given consent. It can for example be in connection fire, water damage, fight against bedbugs etc.

If you do not want to give consent, it may be necessary to request Police assistance to get access to your room.

### **Vehicles and bikes**

Motor vehicles may only be parked within the designated areas. Bikes may not be brought into the area of the Exit Centre. Bikes should be parked within the designated areas.

## **4. Behaviour and crime:**

### **Behaviour in general**

It is important that you show consideration for the other residents at any time.

The Exit Centre has zero tolerance in relation to violence, threatening and discriminatory and abusive behaviour.

- ✓ Your behaviour towards others may not be discriminatory.
- ✓ Your behavior may not be threatening.
- ✓ Your behaviour towards others may not be discriminatory because of sex, age, nationality, religion or sexuality of others.
- ✓ Within the area of the Exit Centre you may not wear clothes or other belongings which may create unease or insecurity or which in other ways is directly offensive.

If your behaviour is offensive to other residents and the staff, it will be reported to the Police, and the Danish Immigration Service will be notified about the event.

### **Crime**

At the Exit Centre there is zero tolerance in relation to crime.

Among other things it is a criminal offence to possess and sell narcotics, to possess weapons, to commit violence to show threatening behaviour, to commit vandalism, to commit theft and to buy stolen goods. Crime within the premises of the Exit Centre will be reported to the Police and notified to the Danish Immigration Service, including vandalism even if destroyed items represent only minor value.

### **Religion**

In Denmark religion is a private matter. You may practice your religion as long it is feasible with the other rules of the Exit Centre and in regard of the other residents and the staff. The Exit Centre offers no religious service and does not provide assistance in connection with practicing religion. There are no special areas designed for worship, and it is not allowed even to organise such places yourself. Visits by religious preachers etc. follow the general rules covering visits.

**Recording of images and video**

You may not film, record conversations or take pictures of residents and staff, unless the persons concerned have given their explicit consent to this.

**Smoking**

You are only allowed to smoke outdoors in areas where it is allowed. These areas are marked by signage. You may smoke in your own room if all the residents of the room agree that smoking should be allowed. Smoking must always take place with regard to other residents and staff.

**Alcohol**

Consumption of alcohol is not allowed within the common areas of the Exit Centre.

Other consumption of alcohol should be done with regard to other residents and staff.

**Fire**

Ignition of open flames, bonfires etc. indoors or outdoors is not allowed on the premises of the Exit Centre.

**Business on the premises of the Exit Centre**

It is illegal to conduct business on the premises of the Exit Centre.

**Waste**

Disposal of waste is not allowed within the premises of the Exit Centre. Waste must be disposed of in the waste bins and containers for such purposes.

**5. Activities and offers for the residents:****Activities**

You may participate in the instruction and activities appearing from your contract:

- ✓ Instruction performed by Red Cross
- ✓ Activities in the form of light maintenance and cleaning at the Exit Centre
- ✓ Tidying and cleaning of your room (weekly activity)
- ✓ Other forms of activation, if any

In addition, you are entitled to participate in:

- ✓ Activities performed by Red Cross
- ✓ Leisure activities

**Meals**

You are offered meals in the Exit Center's cafeteria three times a day. Meals are served at specific times appearing from the notice outside the cafeteria.

Meals should be eaten in the cafeteria. Exceptions can be made in the event of illness or the like. It is not allowed to remove cups, glasses, plates and cutlery from the cafeteria.

**Health**

In principle, the health clinic of the Exit Centre has open consultation 3 mornings a week where you can receive care from a nurse and if necessary be sent on for consultation with a physician. Apart from this, the clinic is open only for agreed consultations. Opening hours appear from the information screens of the Exit Centre.

Outside the clinic's opening hours you are covered by the region's general health services. For further information, please contact the Exit Centre staff.

**Visits**

You have the right to receive visits at the Exit Centre in the period 9.00 to 22.00 and only by prior arrangement with the staff. Your guests should observe the house rules and cannot be accommodated at the Exit Centre or stay in the Exit Center's cafeteria during their visit. Throughout the visit, your guests should be accompanied by you as visitor host.

**Internet**

You may access the Internet (WI-FI) from your own computer, mobile phone, tablet or computers made available at the Exit Centre. Use of the internet is logged by the Probation Service.

**Fire and safety**

You have a duty to make yourself familiar with the evacuation plan for fire and disasters, which is found in residential buildings.

**6. Responsibility****Liability**

You are comprised by ordinary liability in accordance with applicable Danish legislation. Vandalism on the Centre's fixtures etc. will be reported to the Police and notified to the Danish immigration Service.

**Children**

Minor children are subject to parental responsibility, and parents are responsible for their actions. Minor children must be under the supervision of a parent or another adult with parental consent.

**7. Violation of House Rules**

Violations of the Exit Centre's house rules may have implications for, among other things, your accommodation conditions, including in relation to where you live and your right to receive visits

The Probate Service, 18 April 2018