

Kærshovedgård Departure Centre

HOUSE RULES

General	
Objectives	<p>At a departure centre, people from various ethnic, cultural and religious backgrounds come together. With this in mind, the centre has drafted a set of common house rules and guidelines that apply to all the residents.</p> <p>The objective of the house rules is to ensure that all the residents know how to behave so that everybody can enjoy peace and quiet when going about their daily activities.</p> <p>When you move into the centre, you will be given a contract setting out what activities you are supposed to participate in. Apart from the mandatory activities, you can also participate in voluntary activities. Health assistance will be provided at the centre.</p> <p>If you follow the instructions given by the centre staff, you will also be complying with the requirements for reporting, residence and participating in activities.</p> <p>Remember to look at the notices that are put up on the bulletin board for the residents. They may contain information that is important or interesting to you.</p> <p>The house rules are listed on the following pages. If you have any questions, please do not hesitate to contact the staff.</p>
Arrival at the departure centre	<p>Upon arrival, you will be assigned a room and you will be given general information about the centre.</p>

Instructions	As a resident of the centre, you must follow the instructions and orders given by the staff.
Quiet hours	Quiet hours are between 23.00 and 07.00.
Opening hours	During the centre's opening hours, which are from 07.00 to 23.00, you may spend time in your part of the residential wing and in the common parts of the centre.
Rules for accommodation	
Mail and information	You must check daily if you have received mail and collect it. You must keep up with important information from the centre.
Restrictions on your residence and stay	You must participate in activities and sleep at the centre.
Access	<p>You must produce your asylum card when leaving and entering the centre. The only access to the centre is through the access checkpoint. You must produce your asylum card and key card at the centre upon the request of the centre staff. The key card gives you access to those areas in and around the centre where you are allowed to spend time. The key card is personal; do not give or lend it to anyone else.</p> <p>You must also remember to activate your key card once every twenty-four hours at the service centre.</p>
Fence	Do not touch or climb any fences in or around the centre. The centre is under video surveillance, and fences are monitored by the staff.

Outside the centre	<p>You are not allowed to linger just outside the centre for any length of time, nor are you permitted to hang about in the area reserved for the authorities in and around the centre. When moving about outside the centre, you must show consideration to neighbours, mind the traffic, etc.</p>
Absence without leave	<p>If you are absent from the centre without leave for more than three days, the police will be alerted, and your belongings will be packed and stored (destruction after three months).</p>
Guests / visits	<p>Your guests must observe the house rules and are not allowed to stay at the centre overnight or eat in the cafeteria during their visit.</p> <ul style="list-style-type: none"> ○ Daily visiting hours are: 13.00 to 20.00. ○ Number of visitors: no more than ten per visit. ○ You must receive your guests in your room, except in the case of children visiting, in which case you can book the visitors' room. ○ Visits must be booked not later than the previous day. Unannounced callers will be denied entry at the access checkpoint. ○ Visitors have to produce photo ID to the access checkpoint staff. ○ Visitors must comply with the house rules during their visit. ○ Visitors may bring food that does not need preparation in a kitchen. ○ Catering: Food cannot be provided for visitors under the centre's meal arrangement.
Room and effects	
Your room	<p>You must live in the room assigned to you by the staff. You must keep your room and its furniture and fittings clean and neat and return it in the condition in which you received it. You are not allowed to drill holes or put nails in the walls or make any other changes to the building structure. Without the permission of the staff, you may not install any other fittings in the room</p>

	<p>or remove or destroy fittings or furniture. No cooking is allowed in the room, and you must not keep electrical household appliances in the room, such as microwave ovens, hot-plates or electric water boilers. However, you may keep hair trimmers, hair dryers and similar appliances in your room.</p> <p>If you do not keep your room clean, the staff may decide to have the room cleaned by its own cleaning teams.</p>
<p>Personal effects</p>	<p>You may keep personal effects in your room at your own risk. You may bring other effects into your room if there is sufficient space. You are not allowed to bring large items of furniture into your room without the staff's permission. Effects that cannot be handed to you, can be stored in the departure centre depot, but they must not take up any more room than what can be placed on a pallet measuring 1 m3. Hand towels and bed linen</p>
<p>Staff access to your room</p>	<p>The staff must have unobstructed access to your room in connection with their day-to-day running of the centre, including maintenance of buildings and ensuring the well-being of residents.</p>
<p>Inspection of rooms</p>	<p>Staff may inspect your room for your own safety.</p>
<p>Common parts</p>	<p>Must be kept clean and neat:</p> <ul style="list-style-type: none"> ○ Garbage must be disposed of in the designated garbage containers, ○ Dishes, glasses and cutlery must be washed and put away after each use, ○ Furniture must be left neat and orderly, ○ Criminal damage to the property of the departure centre will be reported to the police, and compensation will be claimed.

Motor vehicles and bicycles	Motor vehicles may only be parked in the designated areas: parking permits are required. You and your guests can get parking permits from staff members. Bicycles are not permitted past the access checkpoint and must be parked in the designated areas.
Behaviour and crime	
General guidelines about behaviour	<p>At the institutions of the Kriminalforsorgen, we have a zero tolerance policy towards violence, threatening, discriminating or offensive behaviour: such behaviour will be reported to the police.</p> <p>You must show consideration towards other residents at all hours. You must not behave in a sexually offensive way to others. You are not permitted to behave in a threatening way or show discrimination towards anyone due to their gender, age, nationality, religion or sexual orientation. You are not allowed to wear clothes or carry items on the centre grounds that signal affiliation with a biker gang or any other gang, or that are otherwise offensive.</p>
Crime	You must not commit crime. For instance, it is a crime to be in possession of euphoriant substances [drugs] and to sell euphoriant substances, carry knives, weapons or other items that may be made into weapons, to commit violence, criminal damage, theft or purchase effects obtained by theft. Any crime committed in the centre grounds will be reported to the police.
Alcohol	You must not be in possession of alcohol or drink alcohol at the centre.
Open fire	You must not light an open fire or a bonfire inside or outside the centre grounds. You must

	keep an eye on candles at all times.
Running a business	You are not allowed to run a business, which includes selling various effects or services.
Religion	In Denmark, religion is a private matter. You are free to practise your religion as long as it is consistent with the other rules applicable at the centre and as long as you pay due regard to other residents. The centre offers no clerical services or other assistance with the exercise of religion. No areas have been set aside for religious practices, nor are residents allowed to design such areas themselves. Religious ministers visiting must comply with general visiting rules.
Smoking	Smoking is only allowed outside in the designated areas or in your own room if all the occupants of the room agree that smoking is permitted. Smokers must always be considerate towards others. Water pipes are not allowed at the centre - they are comparable with open fires.
Garbage	Do not throw garbage in the centre grounds. All garbage must be deposited in the designated buckets and containers. Remember to read up on the rules for sorting garbage, placed on notices by the containers.
Photos and video recording	You must not film or take photos of residents or staff unless they want you to.
Activities and options	
Provisions	Three free meals a day are provided for you at the centre cafeteria. Free meals will only be provided at certain times that are announced on the bulletin board outside the cafeteria. The

	<p>food must be eaten in the cafeteria, as you are not permitted to take dishes, glasses, cutlery, etc. outside the cafeteria area.</p>
Internet	<p>You may access the Internet (Wi-Fi) from your own computer, mobile telephone or tablet or from computers provided by the centre. You can get a personal code from the service centre. You must not use the Internet to commit crime. All Internet use can be logged.</p>
Leisure time and activities	<p>You must participate in the activities you are signed up for</p> <ul style="list-style-type: none"> ○ Activities run by the Red Cross ○ Light maintenance and household chores ○ Tidying up and cleaning own room (weekly activity) ○ Leisure activities ○ Park and farming
Domestic animals	<p>You must not keep domestic animals at the centre. Do not feed cats, birds or other animals in the centre grounds.</p>
Fire and safety	<p>You must familiarise yourself with the evacuation plan in case of fire or disasters; you will find it in the residential quarters.</p>
Liability for actions	
Liability In Damages	<p>You are liable in damages in accordance with applicable Danish law. Criminal damage to the centre's furniture and fittings will be reported to the police. If you destroy furniture or other items of low value, you can instead make an arrangement with the centre to pay for the damage in instalments.</p>

Children	In connection with visits: <ul style="list-style-type: none">• Minors are subordinate to their parents, and parents are responsible for the actions of their children.• Small children must be supervised by their parents or other adults having the consent of the parents.
Violation of the house rules	If you violate the centre's house rules, it may have an impact on the terms of your accommodation, including where you live, your access to activities and visitors. Please be advised that punishable offences will be reported to the police.

Anne Marie Borggaard
Head of Centre
Kærshovedgård Departure Centre