

## House rules for shelters

In view of articles 30 and 50 of the Loi sur l'aide aux requérants d'asile et à certaines catégories d'étrangers (LARA) [Law on Assistance to Asylum Seekers and Certain Categories of Foreigner], the establishment has decided as follows:

1. The shelter is exclusively reserved for the accommodation of persons placed there by the establishment.

2. Access to the shelter is forbidden to persons in an irregular situation, unless they are in possession of a valid grant of emergency support supplied by SPOP.

3. All residents and visitors shall be obliged to follow the instructions of the management staff in what concerns the organisation of the shelter, as well as the written indications displayed in the building.

4. In the shelters providing emergency support to single persons, users shall submit to a summary search on each entry and shall give their grant of emergency support to the security officer. They will then be given their keys.

Each time users leave the building, their grant of emergency support will be returned to them by the security officer in exchange for the key.

5. Except for cases provided for in article 6, visits are forbidden between the hours of 10.00 pm and 7.00 am. All residents are responsible for seeing to it that their visitors respect these hours.

- The number of visitors at any one time may be limited.
- Access by visitors to certain parts of the building may be forbidden, as indicated accordingly.
- Visitors may be required to present and deposit their identity papers or a valid grant of emergency support with the security personnel and to submit to a summary search.

6. Those responsible for stages and sectors are the only persons entitled to grant visitors authorisation to stay the night, on the following conditions:

- the request must be made by the resident at least 48 hours in advance,
- the duration of the authorisation shall be limited to 3 consecutive nights,
- the resident shall be responsible and answerable for the actions of guests for the duration of their stay.

The number of authorisations to stay the night at any one time may be limited.

7. Employees of the establishment or persons acting on the authority of the establishment are authorised to expel any person who does not respect the present rules.

8. Employees of the establishment and persons acting on the authority of the establishment have the right of access to the rooms.

9. Everyone shall respect the peace and quiet of others by day as well as by night, in particular between the hours of 10.00 pm and 7.00 am.

10. All residents are responsible for the daily upkeep and cleanliness of their part of the room, of the materials supplied to them and of the shared areas of the building.

11. Residents may be expected to contribute to collective cleaning operations, according to the instructions of the superintendent.

12. All residents are responsible for collecting their post, in accordance with the instructions of employees of the establishment or persons acting on the authority of the establishment.

13. The security officers, in collaboration with the rest of the personnel of the establishment, shall check the presence of residents on a daily basis. An unjustified absence of more than 5 days shall lead to a provisional announcement that the resident is missing, as well as to the cessation of financial assistance and the reallocation of the place left vacant.

14. All users are solely responsible for their personal effects.

15. Residents are not allowed to bring any personal furniture with them. Noisy equipment (TV, stereo players, computers) shall be subject to authorisation by the superintendent.

16. The following are forbidden:

- the use of loud or noisy equipment,
- smoking inside the building,
- preparation of meals in the rooms,
- any kind of disrespectful, aggressive or threatening behaviour,
- drunkenness and the abusive consumption of alcohol,
- the possession and use of weapons and dangerous objects,
- the use, fabrication, sale or possession of drugs,
- prostitution or any other commercial activity.

17. All residents are obliged to indicate any important problem to the employees of the establishment or persons acting on the authority of the establishment. In case of severe problems, please refer to the emergency numbers displayed on the official notice board. Any problem relating to the organisation or functioning of the shelter may be indicated to those responsible for stages and sectors and a meeting requested.

18. Failure to observe these rules, as well as any abusive use of the accommodation provided, may lead to the following consequences:

- the offender may be denounced to the competent authorities,
- the terms of support may be modified,
- the offender may be banned from the shelter for a certain period.