



Welcome Folder

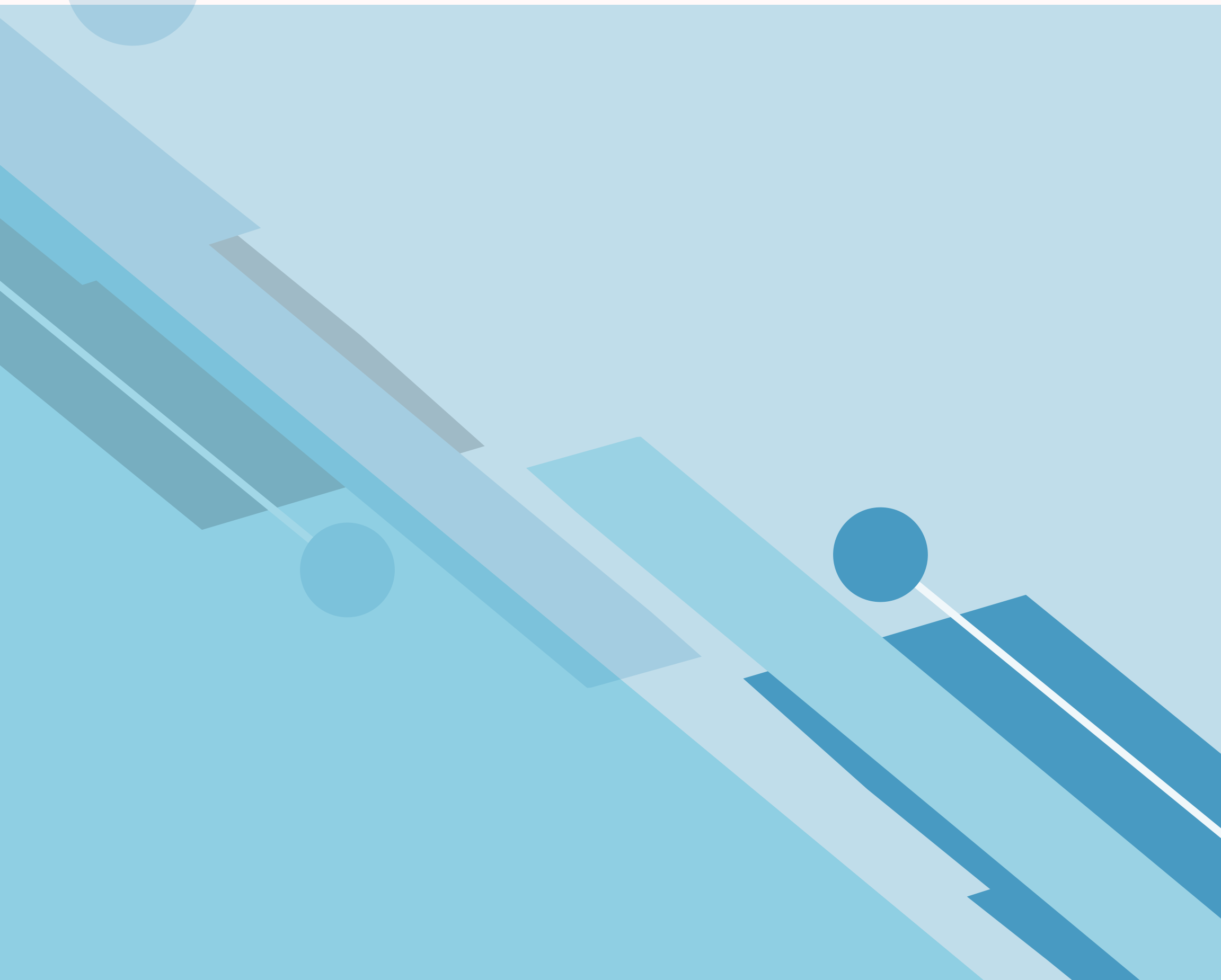
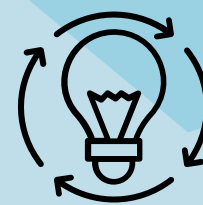


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1. Rules of Behavior – Household



General Rules of Behavior

Treat your housemates with respect and consideration. Open communication is the key to living well together.

Everyone is responsible for observing the house rules and maintaining the communal facilities. Any damage or problem should be reported immediately and solved together.

Quiet Times and Volume



Please stick with the fixed quiet times from 10:00pm till 07:00am. During this time, please avoid loud conversations, music and other sources of noise. Even outside these rest period, the noise level should remain on a considerate level, especially when others are working or resting.



Waste Separation and Disposal

Please separate your waste carefully in these categories: paper, plastic, glass, organic and residual waste.



Take out your garbage regularly to the appropriate collection points or the garbage containers. Please be careful not to overfill the garbage containers.

Cleanliness and order



Keep common areas such as the kitchen, hallway and bathrooms clean and tidy. Everyone should clean their area after use.

Follow the cleaning schedule that ensures all areas are cleaned regularly. Everyone is responsible for complying with their duties. Also, keep your personal areas clean and organized regularly.



Laundry and Laundry Room

The washing machines can be used by everyone. Please use them considerately to ensure regulated use. Use the dryer and drying racks efficiently, and remove your laundry in a timely manner to make space for others.



Heating and Ventilation

Please heat the rooms economical and appropriate to save energy and ensure a good indoor climate. Avoid overheating and ensure that the heaters are not blocked.

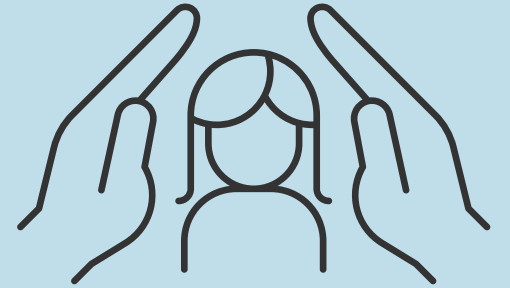
Ventilate regularly to provide fresh air and prevent mold formation. Especially after cooking and showering it is important to ventilate sufficiently.





2. Dealing with conflicts and violence

We want to state that the City administration rejects every form of violence. No forms of violence, whether it is physical or verbal violence, is tolerated in any way within our community. We are actively promoting peaceful and respectful coexistence.



2.1 Conflict Management

Direct communication: In cases of disagreements or conflicts please speak open and respectfully. Try to find a solution in a direct conversation without involving third parties.

Respectful communication: use a respectful and objective way of speaking. Avoid insults, threats and aggressive behaviour.



2.2 Dealing with violence

Zero tolerance towards violence: We do not tolerate violence in any form, whether physical, verbal, or mental.

Reporting incidents: If you witness or are a victim of violence, please report the incident immediately to the city's social welfare office or to the responsible janitor. Anonymity will be maintained if you request it.

Protective measures: In cases of acute violence, it is important to take immediate protective measures by contacting security or emergency services.

Support and advice: Residents affected by violence have access to support and advisory services. Professional advisors are ready to help in difficult situations.



3. Support Options

Get information about different financial aids, what applications are relevant to you and where you can submit them.

3.1 You do not have a Residence Permit?

Benefits for asylum seekers

During the asylum procedure you will receive benefits according to the asylum seekers benefits act. During the first 19 months you have a regular claim to basic benefits. After that you can get Analog benefits and health insurance card as soon as the immigration authority gives the appropriate feedback.

3.2 You have a Residence Permit

Citizens money

With a Residence permit you can apply for citizens money at your responsible Jobcenter EN:

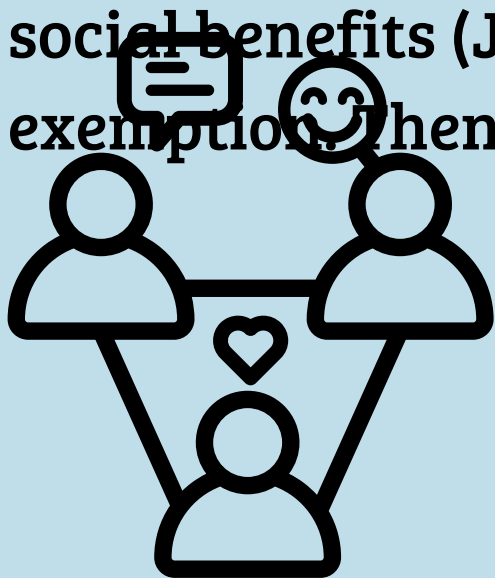
Verwaltungsnebenstelle und Jobcenter EN

Rheinische Str. 41, 58332 Schwelm

02336/933933

If you receive citizens money, you have the opportunity to take part in integration measures financed by the Jobcenter EN financed integration measures.

Every adult must pay broadcasting fees. People who receive social benefits (Jobcenter, social welfare, ...) can apply for exemption. When you do not have to pay.



Child benefit

Anyone who is resident or ordinarily resident in Germany receives child benefit for their children. Foreigners living in Germany also receive child benefit if they have a valid residence permit or a specific Residence permit or a specific Residence permit.

In principle, the entitlement starts from the month in which the applicant and their children establish their residence or habitual residence in Germany or from the birth of the child.

The family benefits office pays 250 euros per month for each child. For children aged 18 and over, proof must be provided that they are at school or vocational training. Child benefit is paid up to the 25th birthday.

The application for child benefit must be submitted to the Family Benefits Office responsible for you.

**Familienkasse Nordrhein-Westfalen Ost
44117 Dortmund**



What other social benefits are available?

Housing benefit is financial assistance to pay the rent for people with a low income. You can apply for it at the housing benefit office (Wohngeldamt).

The child supplement is support for families with children who work but do not earn enough. You submit the application to the Family Benefits Office of the Federal Employment Agency.

Unemployment benefit One can be received by people who have worked for a long time and paid into unemployment insurance for a long time and then lose their job.

Anyone who has worked, has a child and does not want to work after the birth can apply for parental allowance for a maximum of 12-14 months. The application must be submitted within 3 months of the birth. The application can be made online or collected in paper form:

Nebenstelle der Kreisverwaltung

Schwanenmarkt 5-7

58452 Witten

People who do not have enough money while starting vocational training or a study can apply for BAföG (benefits according to the Federal Training Assistance Act). BAföG is partly a loan. This means that part of the money must be paid back later.

Students can also apply for BAföG. Student BAföG is not a loan and does not have to be repaid.

Basic security is money for older and sick/disabled people with little money.

Anyone who is at least 65 years old or too ill to work in long term can apply for 'basic security in old age'.

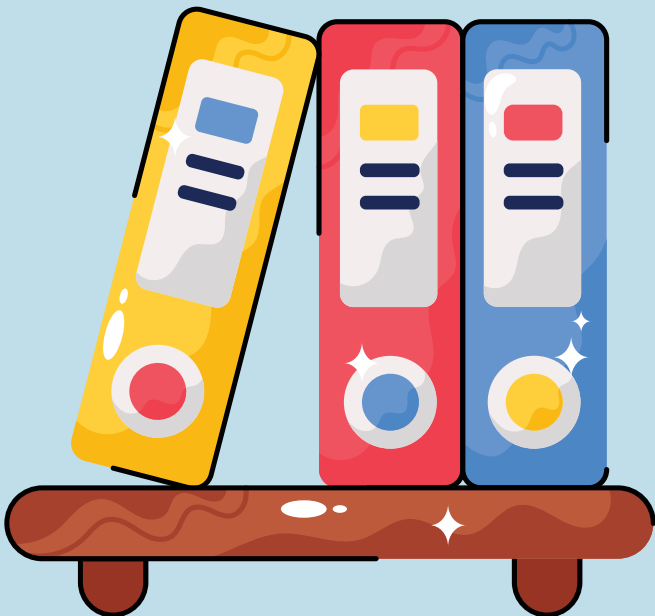


4. Responsible Authorities

Authority	Responsibilities
Service Bureau	<ul style="list-style-type: none">• Registration of residence (e.g. after moving)• Application for registration certificates• Application for police clearance for professional purposes• Changes of personal data (e.g. change of names after marriage)
Foreigners Office (Schwelm)	<ul style="list-style-type: none">• Extension or modification of the Residence Permit/Tolerance• Advice on Integration Courses• Information on Family Reunification and required Documents• Advice on Rights and Obligations during the stay in Germany• Corrections of errors in documents issued by the foreigner’s office
Social Welfare Centre	<ul style="list-style-type: none">• Application for social assistance, basic security, asylum seeker benefits• Support in applying for benefits for single parents and people with disabilities• Information on integration assistance and social counselling services



Authority	Responsibilities
Jobcentre (Schwelm)	<ul style="list-style-type: none">• Participation in integration and language courses to improve job opportunities• Advice on professional development and qualification measures• Participation in workshops on job applications• Advice on self-employment and starting a business
Health Office (Witten)	<ul style="list-style-type: none">• Information on free health examinations• Counselling on mental health and support services• Information on free or affordable health services• Advice on addiction prevention and support services
School	<ul style="list-style-type: none">• School registration• Information on tutoring or language support• Information on special support programs for children with a migration background• Assistance with the recognition of foreign school qualifications



Authority	Responsibilities
Housing and construction Office	<ul style="list-style-type: none">• Housing benefit• Certificate or eligibility for subsidized housing (WBS)
Public Order Service	<ul style="list-style-type: none">• Reporting illegal waste disposal or other regulatory violations• Permits for operating a business or market• Reporting safety issues or vandalism in the neighbourhood
Youth Welfare Office	<ul style="list-style-type: none">• Support in finding suitable childcare places• Assistance with family problems or crisis situations• Assistance with the placement of foster families or adoptions• Parenting education and counselling services



5. Access to Education and Childcare

5.1 Childcare:

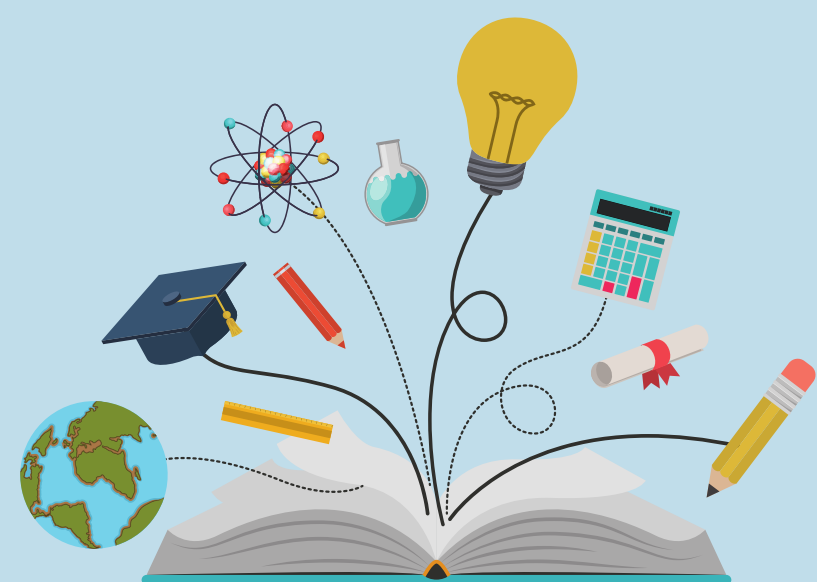
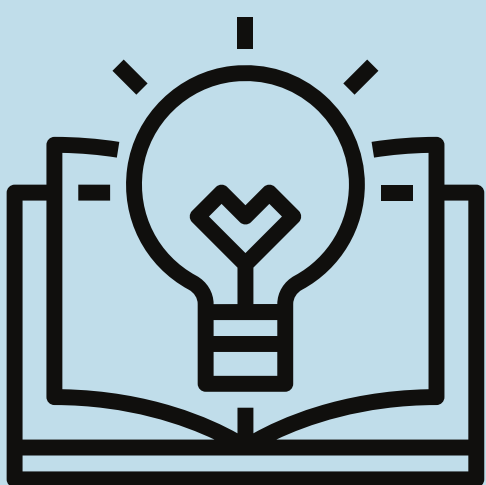
A registration for childcare is not compulsory. You can register your child for Day-Care Center or a Childminder. The document is called “Bedarfsanzeige für die Kindertagesbetreuung”. Some language courses also include childcare.

5.2 School

School attendance is compulsory in Germany. It starts at the age of 5/6 and ends at the age of 18. Children **MUST** go to school during this time. If you are new to Germany you can register for school at the municipal Integration Centre via the internet. The Social Work Team at the Social Welfare Office will help you with it if needed. The municipal Integration Centre will contact you via e-mail with the schools and dates for admission. Sometimes the Centre will also invite you to an interview beforehand. For the appointments you must always bring a few documents with you. If you have been in Germany for some time already and your child is old enough for school you will receive a letter from the school administration office. This will explain how you can register your child for school.

5.3 Vocational Training

In Germany you can do Vocational Training as soon as you have finished school with a degree. However, training can also be started later on, e.g. at the age of 30. You can either do an apprenticeship in a company and attend a Vocational School or you can do your training at a school only. There is no right to a training place. You have to look for a training place yourself and then apply for it. Help with the search and application is available from the Jobcentre, the Employment Agency and some advice Centres.



5.4 Recognition of Qualifications

Certificates and diplomas from other countries sometimes have to be acknowledged in Germany if you wish to continue working in this profession. This means that they check if the qualification is comparable to a German qualification and if you can work in Germany with this qualification. Most of the offices responsible for the acknowledgements will provide you with a special formula, which you must fill out, sign and return back to them for further actions.

- <https://www.anerkennung-in-deutschland.de/html/de/index.php> (in verschiedenen Sprachen)
- Jobcenter, Employment Agency, Advice Centres.



5.5 German Courses

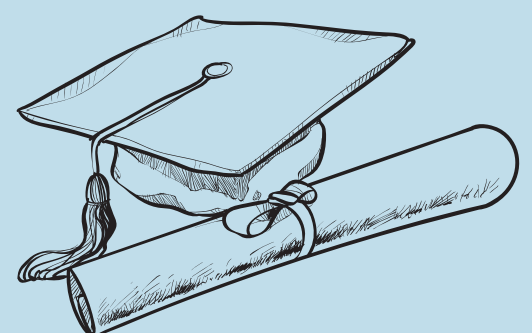
There are various ways to learn German:
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- Learning on your own: e.g. with help of websites or apps
- Learning in groups: with other people who are not paid to do
- Official German courses: these are called integration courses.

If you receive money from the Social Welfare Office or Jobcentre you may be able to attend a free course. In this case Germany will cover the costs for the course. To find out whether you can attend a free course you need to contact the Jobcentre or the Social Work Team at the Social Welfare Office. The Team will check whether you are entitled to a course. If you are allowed to take part in a course you will receive a document called a “commitment”. This confirms that you want to take a German course and want to complete it. Important: if you do not take a course or drop out the social welfare office is allowed to reduce the money they pay you.



Tip: you can find a German course with childcare at “Lernimpuls Witten”



6. Important Laws and Rules

Here are some important Rules that are relevant for people who are new to Germany:

- **Respect the Law:** comply with German Laws and Regulations
- **Traffic rules:** Respect the traffic rules, both as pedestrian and as a driver
- **Registration obligation:** Register your place of residence at the relevant registration office within two weeks of your move
- **Work permit:** You can work only if you have a valid work permit.
- **Social security:** Register at the Social Security Authorities when you have a job
- **Public order:** follow the Rules for public places, e.g. noise pollution or waste disposal.
- **Consideration of others:** show respect for other cultures and lifestyles and be open to differences; respect the quiet times, especially in the evening and at night
- **Learn the language:** it is important to learn German in order for better integration and communication

6.1 Work

Illegal employment, known as “undeclared work” can have legal consequences.

How can I recognize an effective employment relationship?

- Name and address of the employee and employer
- Start and duration of the employment relationship
- Type of work (brief description of tasks)
- Payment: amount and compositions e.g. supplements, allowances and bonuses
- Place of work
- Notice periods
- Regulations on working hours
- Vacation entitlement and rules in terms of illness
- If applicable references to special agreements, e.g. collective agreements, service or company agreement

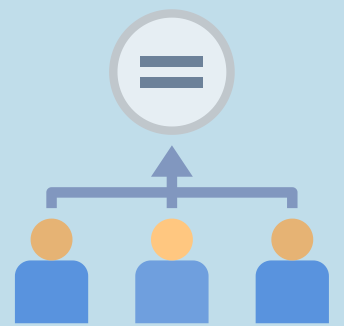
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6.2 Data Protection

In Germany the Basic Law and the General Data Protection regulate the protection of personal data. Important points are:

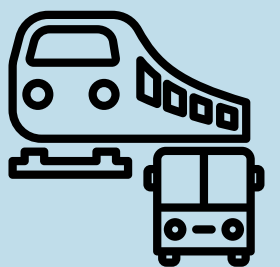
- Right to one's own image: photos may only be published with permission of the persons depicted
- Data protection: be careful what personal information you share online and do not disclose any sensitive data without necessity
- Audio recordings: recording conversations is generally prohibited; ask for permission beforehand
- Confidentiality: do not share others' data or images without consent

These principles protect your and other people's privacy.



6.3 General Equal Treatment Act

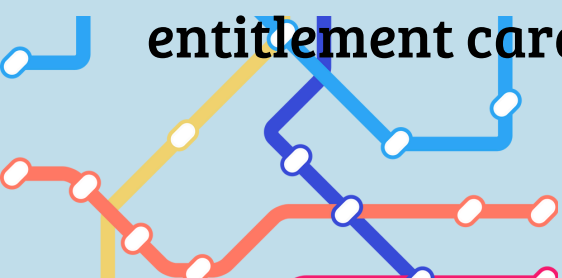
The General Equal Treatment Act in Germany protects people from Discrimination in various areas of life. Discrimination is the unequal treatment of people on the basis of characteristics such as gender, origin, religion, disability, age, sexual identity or ethnic origin. It is important to protect privacy and to treat sensitive information with respect. Such sensitive data should only be collected and transferred with approval. By respecting these principles and standing for your rights, you are helping to create a non-discriminatory and a respectful living environment.



6.4 Public Transportation

In Germany you have to buy a ticket for Public transportation via buses and trains. There are different tickets. Inspectors will check whether you have a ticket and if it is valid in the area. Travelling without a ticket costs a 60€ penalty.

If you receive money from the Social Welfare Office, Jobcentre or Housing Benefit Office, you can get a cheaper ticket called "Social ticket". The entitlement card can be obtained from the authority responsible for you.



7. Contracts: What's important?

There are different contracts, e.g. rental contracts, employment contracts, sales contracts, mobile phone contracts. A contract must be honored. The conclusion can be written or oral. If you want to buy something with a contract, the following is important before you sign or agree:

- Do you need this contract and do you have enough money?
- Are there providers that cost less?
- How do you have to pay?
- Can the contract be revoked? How much time is there for this?
- How long does the contract last?
- Check the provider to see if they are good and keep their promises.
- Leave the contract, the general terms and conditions (GTC) and translate the documents if necessary.
- Ask for help if you don't understand something.



After concluding a contract, you should have the documents well store, either online or on paper. Be careful, always pay on time!

Important requirements for a valid Contract:

From the age of 18 you can conclude any contract. Before that, they usually have to Parents decide.

Many contracts must be concluded in writing with certain rules e.g. Example cell phone contracts and rental contracts.

The contract must not violate any laws. So, for example, no prohibited items are sold.

The contract must not take advantage of anyone or treat anyone unfairly.

Termination of a Contract:



The contract always states how long it lasts and when you can terminate it. You can still withdraw the contract a few days after signing the contracts, usually there is a deadline of 3 weeks for this so-called revocation.

Check whether and how you can terminate the contract earlier. If you need help, contact an advice centre. Otherwise you have no right to terminate the contract earlier.

Appendix

List of doctors

Counselling centres

**Leisure activities in Sprockhövel and
surroundings**

House Rules

Emergency numbers

Doctors

General medicine



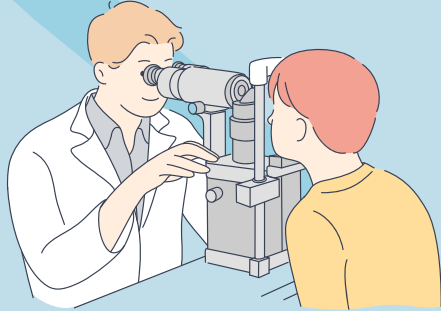
Name	Address	Telephone	Languages
Amelung, Cornelius Amelung, Katharina Bovenkamp, Hinrike	Hauptstraße 38	02324 74248	English
Gockel, Ingrid	Mittelstraße 8	02339 911920	English, French
Baller, Claudia Jansen, Nadine Klemp, Brigida Dr. Schäfers, Lasse	Hattinger Straße 20 –22	02324 71833	
Marsenic, Milos Sahlmann, Ilona	Mittelstraße 61b	02339 912923	English, French, Serbokroatian
Vogelsang, Martin	Brinkerstraße 21	02324 971418	English, French

Medical Psychotherapist



Name	Address	Telephone	Language
Dr. Usadel, David	Schulstraße 3	02324971212	English, Italian, Russian

Ophthalmology



Name	Address	Telephone	Language
Brix, Christina	Hattinger Straße 20 –22	02324 971212	
Dr. Lapp, Eckhard	Geschwister-Scholl-Straße 7	023399085399	English, French, Dutch

Gynecology and obstetrics

Name	Address	Telephone	Language
Dr. Cramer, Hans-Werner	Mittelstraße 61 b	02339 138581	
Dr. Peschel, Patricia	Hattinger Straße 20 – 22	02324 71176	English
Schomburg, Helga	Hombergstraße 5	02324 77865	French



Ear, Nose and Throat Medicine



Name	Address	Telephfone	Language
Dr. Montanari, Andreas	Hattinger Straße 20 – 22	02324 701207	English, French, Italian

Internal Medicine

Name	Address	Telephone	Language
Amelung, Cornelius Amelung, Katharina Bovenkamp, Hinrike	Hauptstraße 38	02324 74248	English
Baller, Claudia Jansen, Nadine Klemp, Brigida Dr. Schäfers, Lasse	Hattinger Straße 20 –22	02324 71833	English
Dr. Bödeker, Christoph	Kirchplatz 1	02324 71777	English, French
Klatt, Michael	Mittelstraße 11a	02339 911111	English
Dr. Löffler, Stefan Dr. Müller, Andreas	Mittelstraße 63	02339 4140	English, French
Sahlmann, Ilona Marsenic, Milos	Mittelstraße 61b	02339 912923	English, French, Serbokroatin

Child and Adolescent Psychotherapy

Name	Address	Telephone	Language
Lindemann, Anja Verena, Rosenbaum, Kevin,	Eicker Straße 1	02324 3443717	English

Kinder- und Jugendmedizin

Name	Address	Telephone	Language
Dr. Beck, Lars Karadag, Sevin	Mittelstraße 11A	02339912831	English
Dr. Zwilling, Anke	Kirchpl. 1	0232478947	English, French

Neurology

Name	Address	Telephone	Language
Dr. Meisel, Margareta, Dr. Welnic,Irena Dr. Welnic, Jakub	Hauptstraße 68	02324 3956366	English, French, Polish, Russian

Orthopaedics

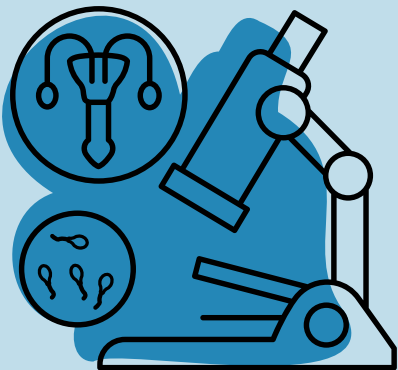
Name	Address	Telephone	Language
Dr. Neuhaus, Michael Dr. Otte, Mathias	Hombergstraße 5	02324 90720	English

Psychotherapy

Name	Address	Telephone	Language
Aschke, Martina	Mittelstraße 63	023394140	English
Dietz, Verena,	Im Baumhof 3	023249905421	
Kettner, Doris	Im Baumhof 3	02324701050	English
Rath, Hermann	Langenbruchstraße 35	02339911083	English

Urology

Name	Address	Telephone	Language
Dr. Wach, Carsten	Hattinger Straße 20 -22	0232490850	English



Zahnmedizin



Name	Address	Telephone	Language
Alidad, Nawid Kinderzahnheilkunde	Wuppertaler Straße 22	0232474272	
Dr. Beestermöller, Bernd	Eickerstraße 8 a	0232479199	
Bison, Kai	Mittelstraße 1	023392480	
Dr. Hinz, Ann- Katrin	Elberfelder Straße 139	020249592903	
Dr. Pilecki, Thelma	Mittelstraße 27	023394999	
Dr. Reichling, Christina Kieferorthopädie	Mittelstraße 70	023399296400	
Dr. Ritter, Andreas Dr. Befelein, Klaus, Meuser, Peter	Mühlenstraße 11	0232478803	
Schmitt, Christian	Hauptstraße 62	0232477683	
Dr. Sonnenschein- Bleichroth, Dunja Kieferorthopädie	Otto-Vorberg- Straße 3	0232490448866	
Dr. Steinbock, Andreea Maria	Rathausplatz 10	023394087	

Counseling centers

Counseling centers of the AWO, Caritas and Diakonie offer support in many matters.

Here are some counselling centers in the area of Sprockhövel:

Migration Counseling

Flüchtlingshilfe Sprockhövel
MachMit Mittelstr. 67, Sprockhövel



AWO-EN

- Youth migration service for 12-26-year olds, Talstraße 8, Hattingen
- Migration advice for adults (0-6 Jahre, ab 27 Jahre), Mühlenstraße 5, Gevelsberg
- Refugee counselling, Gasstraße 10, Ennepetal
- Return counselling, Mühlenstr. 5, Gevelsberg
- Support for jobseekers „Zukunft Plus (IvAF)/Gemeinsam Klappt's“, Talstraße 8, Hattingen
-

Caritas

- Migration advice for adults (0-6-year olds, from 27 years), Bahnhofstr. 64, Hattingen

Diakonie Mark-Ruhr

- Migration advice for adults, Kaiserstr. 55, Schwelm
- Refugee advice, Kaiserstr. 55, Schwelm
- Integration course, Kaiserstr. 55, Schwelm

Medical aid for refugees

- Friedrichstraße 2, Hattingen



Counseling centers

Counseling centers of the AWO, Caritas and Diakonie offer support in many matters.

Family counseling

- Protestant counseling centre
Hauptstraße 8a, Sprockhövel
- Child protection Agency Hattingen
Bismarckstr. 72, Hattingen
- Pro familia pregnancy and family counselling
Wilhelmstr. 45 (Ibach-Haus), Schwelm



Psychological counselling

- Psychological family counselling, Gesundheitshaus Gevelsberg, Hagener Straße 26a, Gevelsberg
- Counseling center Caritas, Bahnhofstr. 23, Hattingen
- Counseling center KuK, Markgrafenstr. 6, Schwelm; Wittener Str. 30, Gevelsberg
- Socio-psychiatric service of the district administration, Bahnhofstr. 27, Hattingen

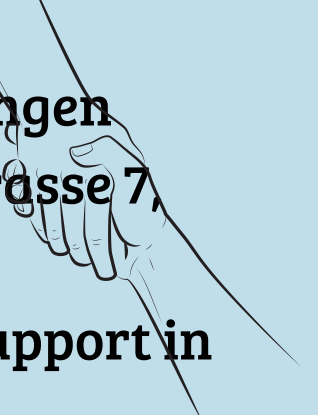


Self-Help

- KISS EN-Süd
Kölner Str. 25, Gevelsberg
- KISS Hattingen/Sprockhövel (Diakonie)
Kirchplatz 19, Hattingen

Other

- Senior citizens' office of the city of Sprockhövel Hauptstr. 44
- Rental association Sprockhövel and surrounding area e.V. Kirchplatz 1, Sprockhövel
- Caritas – Hattingen Addiction Help Center, Heggerstrasse 11, Hattingen
- Diakonie Mark Ruhr advice center for homeless people, Augustastraße 7, Hattingen
- Advice centers from AWO, Caritas and Diakonie offer advice and support in many matters.



Leisure activities in Sprockhövel and the surrounding area

Most of the following offers for children and adolescents can be partly fostered by the so called “education package”. You can apply for this at your responsible benefit provider.

Who?	Where?	What?
BC Badmintonclub Hiddinghausen	Geschwister-Scholl-Str. 2	Jugend und Senioren Badminton
DLRG Deutsche Lebens-Rettungs-Gesellschaft e.V.	- Sprockhövel: Wuppertaler Str.6 - Hasslinghausen: Gevelsberger Str. 50	Schwimmen
HCH Handball Club Hasslinghausen 2001 e.V.	Hagelsiepen 3	Handball
HFV Hiddinghauser Fußballverein e.V.	Albringhauser Str. 33	Fußball
SCO SPORT-CLUB Obersprockhövel	Kleinbeckstr. 43	Fußball
Sportpark Hiddinghausen	Albringhauser Str. 2	- Tennis - Indoor Soccer - Fitnessstudio
TG Tennisgemeinschaft Hiddinghausen	Albringhauser Str. 2A	Tennis

TSG gymnastics and sports community	Im Baumhof 20	Ball sports, track and field, swimming, dance, gym
TTC table tennis blue gold Hiddinghausen	Jahnstr. 6, gymnastic hall Hiddinghausen	Table tennis
TTC table tennis Hasslinghausen e.V.	Geschwister-Scholl-Str. 14	Table tennis
TuS Hasslinghausen, gymnastics and sports community 07 e.V.	Hauptstr. 68	soccer
TuS Hiddinghausen	Jahnstr. 6	<ul style="list-style-type: none"> - For women: gym, self-defense - Parents & children: gymnastics, combat sports - For children, seniors and people over 35: ball-sports, walking, gymnastics, aqua-fitness
VfL Gennebreck e.V.	Zum Sportplatz 10b	<ul style="list-style-type: none"> - Soccer - volleyball

Fitness Studios

Who?	Where?
BE FIT	Hauptstraße 70
Fitness-Tempel Bielitz	Gedulderweg 151
GuFiT Gesundheits- und Fitnessstreff der TSG Sprockhövel 1881	Im Baumhof 15 Hauptstrasse 19
Sportpark Hiddinghausen	Albringhauser Str. 2
TuWas-Gesundheit & Fitness	Wuppertaler Str. 3



Volunteering and others:

WHO?	WHERE?	WHAT?
DLRG German Life Saving Society e.V.	Sprockhövel: Wuppertaler Str.6 Hasslinghausen: Gevelsberger Str. 50	Lifeguard
DRK (German Red Cross) Ortsverein Sprockhövel e.V.	Hoppe 2a	First aider
Volunteer exchange Sprockhövel	Dorfstr. 13 Hauptstr. 44	Neighbourly help, walking groups, discussion groups
HGV Heimat- und Geschichtsverein Sprockhövel	Hauptstraße 85	City archive, preservation of history
Imkerverein Sprockhövel e.V.	https://xn--imkerverein-sprockhvel-dic.de/	Beekeeping
Kneipp-Verein Sprockhövel	DLRG; Hoppe 2a	Health offers
MachMit Flüchtlingshilfe Sprockhövel	Mittelstraße 67	Support for refugee children and adults, many different offers
Malteser	Hauptstraße 12	Everyday support for sick/old/disabled people
NABU EN Naturschutzbund Ennepe Ruhr	Neustraße 53 58256 Ennepetal	Nature conservation, species conservation and children’s programs

Sunshine4Kids e.V.	Fritz-Lehmhaus-Weg 14	Sailing camps and nature projects for children in difficult situations
Tier und wir EN e.V.	Mittelstraße 56a	Animal welfare organization, help with problems in the animal care, educational work and placement of animals
Music School	Gevelsberger Str. 13	Instrumental lessons
City Library Catholic public library St. Januarius	Gevelsberger Str. 13 Von Galen Str. 7	Lending books and other media

Urban consulting for volunteering matters: Ms. Müller, 02339-917-225, Hauptstr. 44

Offers from the church community

WHERE?	WHAT?
Protestant parish Bredenscheid-Sprockhövel, Perthes Ring 18	<ul style="list-style-type: none">• Toddler groups• Women’s help• Men’s groups• Family support• Café Miteinander (language café)• Seniors group
Protestant parish Haßlinghausen-Herzkamp-Silschede, Gevelsberger Str. 1	<ul style="list-style-type: none">• Child’s groups (6-11 years)• Child and adolescents choir• Youth club
Parish St. Josef 8haßlinghausen), Kortenstr. 2	<ul style="list-style-type: none">• Scouts• Church choir• Music groups• Seniors group
Parish St. Januarius, Von-Galen-Str. 7	<ul style="list-style-type: none">• Choir and band• Youth band• Scouts



Children and Youth Center

WHERE?	WHAT?
Youth center Hasslinghausen, Geschwister-Scholl-Str.8	Parents and child groups (1-4 years) Kids club (4-12 years) Youth club (12+ years)
AS youth center Niedersprockhövel, Eickerstr. 23	Kids and youth club (6-17 years)
MachMit, Mittelstraße 67	Parents and child groups (1-4 years) Homework supervision



House Rules

§ 1 General

The town of Sprockhövel maintains facilities for the temporary accommodation for refugees and homeless people. It has commissioned the janitor to provide support. Further details are regulated by the statutes for the use of municipal facilities for refugees and the homeless of the town of Sprockhövel.

People live closely together in the municipal facilities. These house rules provide information on the obligations of residents and visitors. In addition to the house rules, mutual acceptance, consideration and helpfulness are essential. The facilities are non-violent places. Any kind of physical, verbal or psychological violence or any form of discrimination will not be tolerated.

§ 2 Contact persons and domiciliary rights

The city of Sprockhövel and the janitors manage the municipal facilities. They can be contacted for all questions concerning the facilities. The social welfare office and the caretakers ensure the appropriate care and accommodation for the residents. The employees exercise the house rules. They must regularly monitor compliance with the house rules. Their instructions must be followed.

§ 3 Usage ratio

The user relationship is governed by public law. Nobody has a legal entitlement to be accommodated in a specific facility, in specific rooms or in rooms of certain type and size. In the facilities, family or single persons of the same sex are provided with appropriate living space. Persons authorised to use the facility may be assigned to other facilities at any time. The right to use the accommodation may be revoked. The town of Sprockhövel regulates the use of the municipal facilities for refugees and homeless people.

House Rules

§ 4 Right to Acces

The employees of the city of Sprockhövel may enter all rooms, facilities and installations:

on weekdays between 7 am and 6 pm after giving due notice and for objective reasons, if necessary also together with craftsmen; at any time in the event of imminent danger.

§ 5 Premises

The rooms provided may only be used by the persons instructed and only for living purposes. Keeping animals is prohibited. The residents are obliged to treat the allocated rooms and the inventory provided with care. No pieces of furniture or electrical appliances from the rooms or communal areas may be removed or modified. The installation of private furniture or electrical appliances is generally not permitted. The respective facility management decides on exceptions. Residents may not install satellite dishes in the facilities or attach them to the building. The installation of telephone connections or commissioning is also not permitted. The Residents may not make any changes to the facilities.

Residents must ensure that there is sufficient heating and adequate ventilation of the rooms provided in the facilities. Existing communal rooms can be used for voluntary projects in agreement with the town of Sprockhövel.

House Rules

§ 6 Security

For safety reasons, people living in or visiting the facilities must keep the following areas clear: all windows and doors, corridors, stairwells and arcades, escape and rescue routes, fire brigade access routes and building entrances, cellar corridors; drying rooms and laundry rooms must be used as a place to park or store items.

Illegally deposited objects will be removed without further request by the responsible employee. The general fire safety regulations must be observed. Open light and fire are not permitted. Flammable and explosive substances may not be stored in the facilities. Fire extinguishers and fire alarm systems may only be used in the event of fire.

Notifiable diseases in accordance with §§ 6 and 24 of the Infection Protection Act (Infektionsschutzgesetz) must be reported immediately by the affected or other residents who become aware of them to the social welfare office or caretakers. Notifiable diseases include cholera, diphtheria, hepatitis, head lice infection, measles, meningitis, mumps, pertussis, plaque, rubella, rabies, typhoid or tuberculosis. Smoking is absolutely prohibited in the facilities.

§ 7 Order

Residents are obliged to maintain the peace of the house and to show consideration for one another. Disturbing noise is to be avoided at any time of day or night. The night-time silence from 10 pm to 7 am must be observed. Not admitted people may only stay within the facilities and the associated areas from 7 am to 10 pm.

The exercise of a trade or freelance business or freelance activity or any kind whatsoever is not permitted within the facilities or associated areas.

The washing machines and tumble dryers may only be used by the residents to clean their own laundry. The instructions for use of the appliances must be observed and utilised. Water may only be used for the needs of the individual household and for cleaning the facilities. Carpet washing in particular is not permitted.

The possession or carrying of weapons or any kind of their ammunition is prohibited in the facilities. Likewise, the possession or carrying of toys, replica weapons or ammunition that resemble real weapons or ammunition in such a way that they could be mistaken for real ones by third parties, are also prohibited.

House Rules

§ 8 Cleanliness

The residents are obliged to clean the facilities and their rooms properly and to adhere to the cleaning schedules, as well as to follow the instructions of the caretakers.

Household waste is separated accordingly and disposed of in the provided waste bins. Before disposing of hazardous waste, the caretakers must be consulted. Bulky waste may only be deposited at the roadside on the designated dates of the AHE GmbH.

Contamination in or on the facilities must be removed by the perpetrators. If this is not done, the city employees will be instructed to do so at the expense of the polluter.

Household and kitchen waste as well as other objects must not be disposed via toilets, wash bins, showers or bathtubs. Waste water may only be disposed of in the drains provided for this purpose and must not be poured outdoors under any circumstances.

§ 9 Moving out

If residents wish to move out of one of the facilities they must inform the town of Sprockhövel or the caretaker immediately before moving out – verbally or in writing.

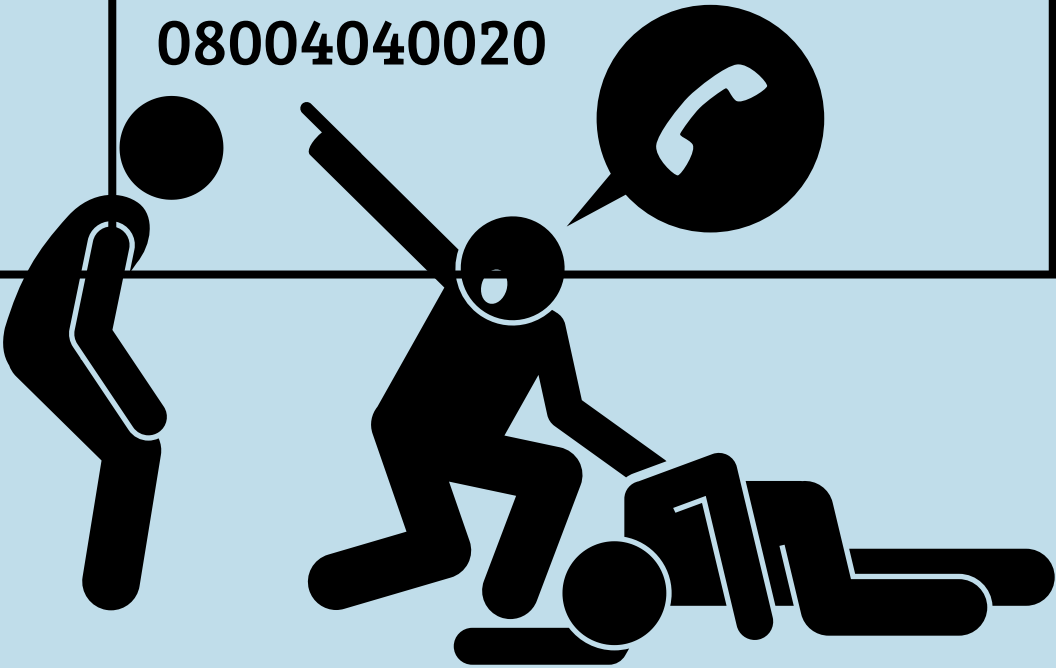
The keys and other items must be returned before moving out. If the accommodation is unused for more than one month the city of Sprockhövel may vacate it. Costs of storing furniture and personal belongings must be reimbursed by the previous occupants, as well as the costs for replacement keys.

The city of Sprockhövel requests in written form for the collection of the stored items within a certain period of time. If this does not happen, the town of Sprockhövel may auction the items. If the whereabouts of the previous occupants cannot be determined, the city of Sprockhövel is authorised to auction the stored items three months after the clearance of the accommodation. Obviously unusable or worthless items can be destroyed immediately.



Emergency telephone numbers

Fire brigade / ambulance	112
Police	110
Doctor	116117
Poison Emergency call	022819240
Help line – violence against women	116016
Help line – violence against men	08001239900
Help line – pregnant women in need	08004040020



SCAN ME

