

*"Official Gazette of RS", no. 31/2008*

Pursuant to Article 21 Paragraph 3 of the Law on Asylum ("Official Gazette of RS", No. 109/07), the Commissioner of the Commission for Refugees issued the following:

## **RULES**

### **Of the House at the Asylum Centre**

#### ***Article 1***

These Rules define the house rules at the Asylum Center (hereinafter the Centre).

House rules include rules of conduct of asylum seekers (hereinafter: the Users) housed in the Center in accordance with the Law on Asylum, as well as other issues of importance to the smooth functioning of the Centre.

#### ***Article 2***

The Center includes:

- Accommodation part (sleeping rooms and living room, hallways, bathrooms, kitchenettes, laundry facilities, etc..)
- Common purpose rooms (living room, dining room, kitchen, children's playroom, bathrooms, rooms for various activities, etc..)
- - Business area (offices for the staff and for the Ministry of Internal Affairs);
- - A special section (boiler room, storage area, laundry, etc..), and
- - Garden and parking space.

#### ***Article 3***

On arrival to the Center user is suitably introduced to the house rules and given the key, bed, bed linen, blankets, towels and others.

Upon receipt, the user is placed in a room, which can not be arbitrarily replaced or any other changes like position of furniture, removed, or equipment.

#### ***Article 4***

The user is required to use with particular care and safe from damage or malfunction the to premises of the Centre, furniture, appliances and equipment

#### ***Article 5***

Authorized person at the Center sets the schedule for the use of accommodation part and common rooms, as well as devices and equipment in them and provide for their proper use.

The user is obliged to clean and put in order the common premises and equipment after each use.

The business space is entered by the user on invitation of the staff of the Centre, only and in a separate part of the Centre no entry is allowed.

#### ***Article 6***

The user is required to maintain the room neat and clean it regularly, to rationally use water, electricity and appliances and to inform an authorized person at the Centre about the damage.

The staff and security may enter the rooms in the presence of users as a rule and in exceptional cases in his absence.

#### ***Article 7***

At the entrance of the Centre shall be set a bulletin board in a visible place.

As a rule, all rooms have double keys, one of which is permanently sealed key kept by the security.

Layout and use of keys of users shall be specified by the authorized person at the Centre.

#### ***Article 8***

User activities are conducted from 6.00 am to 22.00 pm, and in summer till 23.00 hours.

Time of night rest and break is from 22.00 and 23.00 hours in summer to 6.00 am the next day. At that time the Center is locked and no activity allowed that interferes with night time peace and rest.

#### ***Article 9***

Schedule of activities of users and due time for meals, is determined by the authorized person at the Centre and on the bulletin board of the Centre.

The user is required to participate in activities related to cleaning and decorating common areas, courtyards, parking lots and other activities necessary for the functioning of the Centre, based on schedule in paragraph 1 of this Article.

#### ***Article 10***

For absence from the Centre for more than 24 hours a user shall contact an authorized person at the Centre which shall notify the Asylum Office accordingly.

#### ***Article 11***

. Visits are allowed every day from 10.00 to 12.00 pm and from 14.00 to 16.30 pm in the visitor's room.

NGOs, associations and other interested organizations and the media are allowed the visits on weekdays from 10.00 to 12.00 pm and from 14.00 to 16.30 pm, at the prior notification and approval of the High Commissioner for Refugees.

Talking to persons specified in paragraph 2 of this Article shall be accepted or not by the users on a voluntary basis.

Persons under paragraph 2 of this Article may be allowed to tour the Center provided prior with prior notification and approval of the High Commissioner for Refugees.

Special programs of non-governmental and other organizations at the Center are conducted with prior approval of the High Commissioner for Refugees.

#### ***Article 12***

The user can receive humanitarian assistance, which complies with the codified requirements.

Medical supplies and drugs can not be subject of humanitarian aid.

Distribution of humanitarian aid is allowed upon the prior consent of the Commission for Refugees.

#### ***Article 13***

The user must take care of his personal belongings, money and other items of value, for which the loss or disappearance Center is not responsible.

Articles belonging to the user who left the Centre shall be kept for a month and then treated as waste.

#### ***Article 14***

The user must provide to implement the necessary disinfection, and extermination of insects and pest, and in case of suspicion to infectious diseases to notify the authorized person at the Centre.

#### ***Article 15***

In the event of any injury the Center is not responsible.

#### ***Article 16***

A parent, legal guardian or custodian is required to take care of the development, health, education, safety and behavior of the child.

#### ***Article 17***

The user must treat with respect other users, the staff, security and other parties.

#### ***Article 18***

[U Centru korisniku nije dozvoljeno:](#) The Center's users are not allowed to:

1. Manifestation of racial, religious, ethnic, gender and political intolerance;
2. Possess and use weapons, explosives, pyrotechnics and hazardous chemicals and others.;
3. Contaminate facilities and environment of the Centre and behave violently;
4. Engage in any kind of commercial activity;
5. Bring and use of hot plate heaters, heating devices, furniture, electrical appliances and others., but television, radio, computer provided notice to an authorized person at the Center;
6. Introduce domestic and other animals;
7. Bring and enjoy alcoholic beverages and narcotic substances and others;
8. Smoke in the accommodation section, common areas and other places where the ban is highlighted;
9. Gamble, bet, etc.;
10. Bring food in the accommodation part, except in justified cases, with the approval of an authorized person at the Center;
11. Take out food, eating utensils, dishes from the dining room, except in exceptional cases for health reasons;
12. Dry and store clothing, laundry or other items on the open parts of the building (windows and terraces), and set up drying cords in the yard;
13. Write and post stickers on walls, furniture and equipment;
14. Trample grassland in the yard;
15. Leaving personal belongings outside the room;
16. allow residence or overnight stay or other persons;
17. 17. [političko ili drugo organizovanje](#), i political or other organization, and
18. Engage in the activities that are not in accordance with the Rules and other regulations.

#### ***Article 19***

When leaving the Center user is required to clean the room, return the key, linens, blankets, towels and other equipment which he was credited with.

#### ***Article 20***

The user must respect the house rules prescribed by these Rules, fire protection measures and other instructions and orders issued by authorized persons.

In case of violation of house rules prescribed, the authorized person at the Center shall notify the Asylum Office to take measures in accordance with the Law on Asylum.

***Article 21***

This Regulation shall enter into force on the day following its publication in the Official Gazette of the Republic of Serbia "and shall apply from the date the Law on Asylum shall become applicable (" Official Gazette of RS, No. 109/07).

Number 700-110-1/1-2008-01

In Belgrade, 17 March 2008.

Commissioner,

**Dragisa Dabetic, sgd**