University of Iowa – Division of Performing Arts
and
UI School of Music

# Terms and Conditions for Private Music Lessons

This document sets forth the terms and conditions under which University of Iowa faculty members, teaching assistants, or other Music students ("Music Instructor") will be allowed to schedule, conduct music lessons at Voxman Music Building, and be compensated.

1. Private lessons shall be scheduled with the student by the Music Instructor directly. Music Instructor is allowed the use of approved VMB facilities and equipment to facilitate private music lessons.

2. Lessons must be paid for in advance via credit card through the online Community Music Program portal or by check in person in 1400 Voxman Music Building.

3. Music Instructors who are regular budgeted faculty members of the University of Iowa will receive 80% of the generated lesson fees as compensation. Faculty member's hourly fee is $_____ per hour.

4. Conflict of Interest in Employment for Faculty:
   Lessons must be scheduled at times that do not conflict with the instructor's scheduled University of Iowa work time or responsibilities. Lessons my not conflict with any official UI School of Music business or events.

5. Compensation for lessons will be made monthly through normal University of Iowa HR payment processes with all appropriate withholding. Music Instructor is expected to abide by all conduct-related policies applicable to employees of the University, including but not limited to the policies involving minors on campus, Human Rights, Sexual Harassment, Violence, Anti-Harassment, and Anti-Retaliation. In addition instructors are expected to follow all University of Iowa Community Music Program policies. Agreement is effective on September 1, 2018 and shall continue in effect through July 30, 2019, subject to the University's right to terminate this agreement at its discretion upon written notice to Music Instructor.

FOR THE STATE/SCHOOL OF MUSIC:

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Benjamin Coelho
Director, UI School of Music Date

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M. Kayt Conrad
Division Administrator Date

MUSIC INSTRUCTOR:

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[NAME] Date