

House Director Contract – SAMPLE

THIS AGREEMENT, made this _____ (day) of _____ (month), 20____ (year), between _____ (House Corp. Name), a corporation organized and existing under the laws of the State of Iowa, and _____ (chapter), undergraduate chapter hereinafter referred to as “fraternity,” parties of the first part, and _____ (House Director), hereinafter referred to as “house director”, part of the second part, WITNESSETH THAT:

1. Fraternity hereby employees house director for the period of _____ (date), 20____ (year), for a total of _____ Dollars (\$_____), payable in equal installments of \$ _____ on the _____ day of each month of the period hereof.
2. This agreement may be terminated by either party hereto upon ninety (90) days notice in writing by the party desiring to terminate the contract to the other party; provided, however, that the house director may be released from this agreement in the event of illness or other circumstances beyond their control with the consent of the fraternity without giving said ninety (90) days notice. Copies of all notices required to be given under the terms of this paragraph shall be given at the same time to the Office of Student Life at the University of Iowa.
3. During the period of this agreement, the house director will perform all of the duties usually and customary to such a position as outlined herein and such other duties as may be agreed upon from time to time between the fraternity and house director. The house director shall:
 - a. Purchase food and supplies for the operation of the fraternity’s kitchen to provide _____ (number) meals per week;
 - b. Purchase such food and supplies within the budget restrictions adopted by the fraternity and through such sources as are approved by the fraternity;
 - c. Supervise and have control of the operations of the kitchen and dining room and other employees working in the fraternity kitchen and dining room in cooperation with the officer or committee appointed by the fraternity for liaison purposes;
 - d. Be the official host for the fraternity in the operation of a fraternity house in Iowa City, IA and maintain themselves in a pleasing and professional appearance;

- e. Reside in the fraternity house during the period of this agreement and preside in the dining room at lunch and dinner;
- f. Encourage good health practices and sanitary standards throughout the fraternity house;
- g. Identify and report to house corporation board any improvements or maintenance needs for the facility;
- h. Work with, advise, and assist appropriate officers to develop and maintain an atmosphere which is conducive to study, guide in good social training for all members, and assist in the planning of social activities participated in or sponsored by the fraternity.

4. The fraternity shall:

- a. Seek the advice and counsel of house director by participating in a regularly scheduled meeting between house director and selected officers of the fraternity each week during the regular school term;
- b. Pay all bills and provide accounting services necessary for the operation of the kitchen and dining room and regularly report to the house director concerning financial transactions of the kitchen and dining room in relation to the budget;
- c. Provide the house director with a private, furnished apartment in the fraternity house for the period of this agreement;
- d. Provide the house director's meals during the days meals are prepared in the fraternity kitchen which shall be identical to the days the University of Iowa is officially open for classes during this period of this agreement;
- e. Provide two daily newspapers selected by the house director;
- f. Provide private telephone services for local calls;
- g. Provide two admissions tickets to sports or cultural events not to exceed _____ dollars (\$_____) during the period of this agreement;

- h. Permit house director to be away from the fraternity house overnight at least two weekends (Friday – Sunday) per month when major social activities are not scheduled or guests are not anticipated at the fraternity house, and such other weekends or overnight periods of time as are mutually determined by the house director, chapter president and house corporation board;
- i. Reimburse the house director monthly for expenses incurred in the performance of their duties such as the operation of an automobile, official entertainment, long distance telephone calls, laundry and dry cleaning, personal food items, and furnishings and appliances for their apartment. Such reimbursements shall not exceed _____ dollars (\$_____) per month during the period of this agreement.

- 5. All parties agree that the house director’s duties are outlined in paragraph 3 hereof will require no more than approximately 40 hours per week during the period of this agreement.
- 6. With the consent of the house director, they may be re-employed by the fraternity for the school year succeeding that covered by this agreement, provided notice shall have been given to them at least ninety (90) days prior to the expiration of the period hereof. A copy of such notice shall be supplied to the Office of Student Life at the University of Iowa.
- 7. The fraternity shall pay necessary hotel and meals incurred by the house director at such times that she may be required by the fraternity to be away from the fraternity house because of fraternity activities related to ritual/initiation work.
- 8. The house director will earn one day’s paid sick leave for each month employed under this agreement, which may not accumulate more than ten (10).

Alumni/House Corporation Board

Date

House Director

Date

Indemnification and Hold Harmless Clause

The fraternity hereby covenants and agrees to indemnify and hold house director harmless against and in respect of any claims, demands, damages, or causes of action of any kind or nature which arises or which may arise out of fraternity activities. The fraternity also covenants and agrees to

indemnify and hold house director harmless from all liability, actions, suits, proceedings, assessments, judgments, and reasonable and necessary costs and expenses, including all attorney fees incident to any of the foregoing. This indemnification and hold harmless provision is intended to protect the house director from any responsibility or expense which may result from fraternity activities whether or not the house director attends this activity. The fraternity in order to effectuate this provision agrees to obtain a liability insurance policy in which the house director is named as an insured, or co-insured, with the fraternity, regarding fraternity activities set forth above.