

LEC Sponsor Role Background:

The UWM Lubar Entrepreneurship Center is pleased to be a shared resource for both the UWM campus and the broader Milwaukee community. In keeping with being a shared resource, the LEC seeks to cultivate a shared sense of stewardship over the physical spaces within the LECWC building. For many groups booking spaces in the Lubar Entrepreneurship Center it is required that they secure an 'LEC Sponsor.' This applies to external (non-UWM) organizations, institutional departments, and companies, as well as all student organizations at UWM.

For any of the groups mentioned above, LEC Sponsors will be required for bookings that take place during normal business hours (M-R 8:00am – 8:00pm | F 8:00am – 5:00pm | M-F during Summer & Winterim 8:00am – 5:00pm) and certain special cases that are approved for outside of normal hours of operation outlined above.

Who can serve as an LEC Sponsor?

LEC Sponsors can be different kinds of people depending on the circumstances and nature of the space request. See below:

- For registered UWM Student Organizations the org's Faculty Advisor should serve as the LEC Sponsor.
- For UWM departments and academic units, the LEC Operations Manager should serve as the LEC Sponsor
- For classes looking to teach out of the LEC, either for a one-off pop-in or for the entire semester, the LEC Operations Manager should serve as the LEC Sponsor.
- ***For external groups looking to book space in the LEC, either an LEC core team member, faculty member closely aligned with the LEC, or some other member of UWM staff closely aligned with the LEC should serve as the LEC Sponsor.

What does an LEC Sponsor do?

LEC Sponsors serve as a trusted third-party that can vouch for different groups seeking to use LEC spaces. Depending on the nature of the request for space, an LEC Sponsor may be required to be on-site for the duration of the requested time. Three examples of space use cases are outlined below with LEC Sponsor expectations outlined for each case:

- Group requesting to use LEC space for a general meeting during normal business hours (committee/board meetings, brainstorming sessions).
 - LEC Sponsor *is required* to be listed on LEC Space Agreement
 - LEC Sponsor is *not* required to be on-site
- Group requesting to use LEC Space for a special event.
 - LEC Sponsor *is required* to be listed on LEC Space Agreement
 - LEC Sponsor *is required* to be on-site
- Group requesting to use LEC space for a special event outside of normal business.

- LEC Sponsor *is required* to be listed on LEC Space Agreement
- LEC Sponsor *is required* to be on-site

If an LEC Sponsor is required to be on-site, that individual is responsible for helping the space users follow-through on the following tasks (tasks may vary depending on the nature of each booking and the time space is reserved. Tasks noted with an [*] are just for events that go up until or past building close.

- ***Complete a facility walk-through** – check bathrooms, GRIND, stairwells for any building occupants. Ensure LECWC is completely empty of people unless otherwise directed.
- **Space cleanup** – cleanup any food waste or garbage/recycle into proper bins. Wipe down tables as necessary, especially if food served at event. Take care to police the floor for any crumbs/garbage/litter. If needed vacuum/sweep the floors using equipment in custodial closet.
- **Space reset** – be sure to reset the room(s) to their original configuration prior the event. This includes pushing in and stacking chairs, returning tables, and wiping off whiteboards.
- ***Turn off lights** – make sure all lights in 22 LECWC are off unless otherwise directed.
- **Shutdown& return A/V equipment** – if any A/V equipment was used (Crestron displays, HDMI cables, handheld mics, etc.) please be sure to return them to their storage areas and turn off any computers or A/V systems before leaving.
- ***Lock doors** – Check that the LEC entrances are locked. Lock any rooms you have used using the shared key located in the lockers on the 2nd floor.

How does one become an LEC Sponsor?

By partnering with the LEC on events, workshops and other programs. There is no formal application process, but Sponsors are known by the core team as trusted partners the LEC has worked with in the past. The only exception to this is in the case of student organizations, where the Faculty Advisor for the org is the LEC sponsor.

All LEC Sponsors should report to the LEC Operations Manager with any questions, concerns, updates, etc.