

Office of the Commissioner
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR

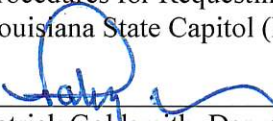


TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

EFFECTIVE DATE: July 1, 2024

PREVIOUS VERSIONS: July 1, 2024 (Original)

SUBJECT: Procedures for Requesting Office Space in the Press Area of the Louisiana State Capitol (Press Row)

AUTHORIZATION: 
Patrick Goldsmith, Deputy Commissioner

Overview: The Division of Administration (DOA) manages and oversees the allocation of press row office spaces within the Louisiana State Capitol. DOA leases these offices annually to members of the press and other entities that broadcast or publish news or legislative actions.

Availability: DOA assigns press row offices on a first-come, first-served basis as vacancies occur. The Office of State Buildings (OSB) maintains a comprehensive list of interested companies seeking office space within press row. As of July 1, 2024, offices in press row are only available for lease by entities with a Louisiana presence that as a part of their regular business purpose, gather and publish or broadcast news or legislative action.

Placement Process: Companies interested in securing press row office space should formally request consideration by contacting the OSB. Upon receipt of a request, the OSB will add the company to a waitlist of interested parties.

Notification: If a press row office becomes available, the OSB will refer to the waitlist and contact the next company on the list to offer them the opportunity to lease the vacant space.

Grandfather Clause: Any leases existing prior to July 1, 2024, shall be grandfathered in, and such leases shall continue under the terms of their current agreements.

Lease Agreement: Upon acceptance of the offer, the selected company will enter into a lease agreement with the DOA for the designated press row office space.

Renewal and Termination: Lease agreements for press row office spaces are subject to automatic annual renewal at a rate determined by the DOA. The DOA reserves the right to terminate a lease agreement if the tenant breaches the terms and conditions outlined therein or fails to comply with state regulations.

Contact Information: To request consideration for placement on the press row office space waitlist, please contact OSB Work Control via email at DOA-WorkControlGroup@la.gov

This policy is effective immediately and supersedes any previous policies or guidelines regarding the allocation of press row office spaces within the Louisiana State Capitol.

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Press Area of the Louisiana State Capitol (Press Row) Request Form

OSB Work Control Telephone Number: 225.219.4800
Email the completed form to DOA-WorkControlGroup@la.gov

Date: _____

Name of Organization			
Name:			
Mailing Address:			
Telephone:		Fax:	
Number of Employees Requesting Space			

Primary Contact Information			
First Name:		Last Name:	
Job Title:		Email Address:	
Telephone:		Alt. Phone:	

Back-up Contact Information			
First Name:		Last Name:	
Job Title:		Email Address:	
Telephone:		Alt. Phone:	