



Louisiana State Archives
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125

(08/23)

LOUISIANA STATE ARCHIVES RENTALS

Thank you for considering the Louisiana State Archives as the venue for your next event. We are conveniently located on Essen Lane near I-12, Jefferson Highway, and I-10, just minutes away from Town Center and Airline Highway. Our building is available for use by commercial, for-profit and nonprofit organizations. Onsite free parking is available.

We look forward to working with you to create a memorable event for your special occasion.

Auditorium

- Large theater-style auditorium
- Accommodates 90 people
- Seats have folding arm desks and are equipped with USB ports and electrical outlets
- Multimedia capability with ceiling to floor projector and screen
- Stage
- Podium
- Microphone

Atrium

- Atrium-style area near the auditorium entrance and is adjacent to the lobby
- Ideal for registration table and book signings

Executive Conference Room

- Library-style conference room with large conference table
- Accommodates up to 8 people
- Video conference capability

Gallery

- Exhibit room that can be used for trainings or small meetings
- Accommodates up to 30 people
- Sufficient for multiple configurations
- Limited to 2 hours maximum for meeting times to allow for public access to art / exhibit display



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Lobby

- Open space that may be used for small receptions or to serve refreshments
- Accommodates up to 75 people
- Suitable for multiple configurations

Portico

- Exterior covered patio
- Suitable for limited outdoor seating
- Convenient space for musical entertainment, tables and chairs, and social gatherings

RENTAL SCHEDULE

Rental Type	Time	Day
Full Day	8:00 AM - 4:00 PM	Monday - Friday
Half Day	8:00 AM - 12:00 PM	Monday - Friday
After Hours*	4:00 PM - 9:00 PM	Monday - Friday
First Saturday of the Month**	9:00 AM - 5:00 PM	Monday - Friday

For fees and availability, please contact 225.922.2521.