

State Parking Garages

The Office of State Buildings (OSB) is responsible for the surface parking and garage parking for its facilities within Capitol Park (excluding the State Capitol). As such, the agency will strive to accommodate the needs of our tenants while maintaining certain rules and procedures in the best interest of both tenant staffing and the Division of Administration (DOA).

Please contact DPS at (225) 342-5911 with security concerns in these garages.

The parking garages for which the Office of State Buildings is responsible are as follows:

- **Claiborne Parking Garage** – Hours of Operation: 24/7/365 *with card access*
- **LaSalle Parking Garage** – Hours of Operation: 24/7/365
- **Galvez Parking Garage** – Hours of Operation: M-F 5:00 a.m. – 9:00 p.m. and Saturday 5:30 a.m. – 3:00 p.m. (Closed on Sunday)
- **Welcome Center Parking Garage** – Hours of Operation: M-F 6:00 a.m. – 6:00 p.m. (Closed on Saturday and Sunday)

The Office of State Buildings utilizes an outsourced provider to assist in providing services at these garages. Parking Concepts Inc. (PCI) is the company being utilized for the assistance. PCI can be contacted at (225) 532-1613 with any garage issues (i.e., QR Code validation error, after-hours problems, kiosk problems, etc.)

Parking Rules and Regulations

- ❖ The parking garages are intended to provide parking for vehicles only. No other activities, i.e., skateboarding, jogging, bicycling, etc. is permitted.
- ❖ The speed limit is 5 MPH.
- ❖ Vehicles are required to pull forward into parking spot within the pavement markings. Backing into the parking spaces is not permitted.
- ❖ All traffic control directional signs and pavement markings shall be adhered to.
- ❖ Parking in agency designated reserve spaces is not permitted.
- ❖ Parking in designated loading zones is not permitted.
- ❖ Parking in leased/reserved parking spaces is not permitted.
- ❖ Parking in fire lanes is not permitted.
- ❖ Parking in handicapped designated spaces is not permitted without appropriate license and/or hang tag.
- ❖ Parking in spaces designated for State Maintenance Vehicles is not permitted.
- ❖ Full-size vehicle parking in a marked “Compact Cars Only” parking space is not permitted.
- ❖ Motorcycles and bicycles are required to park in the designated areas marked for their use.
- ❖ Patrons utilizing the garages are strongly encouraged to always lock their vehicles. The State of Louisiana will not be responsible for stolen items taken from parked vehicles.
- ❖ Patrons utilizing the garages are required to adhere to safety procedures and directions from DPS Police officers, PCI garage management and/or other staffing designated by the Office of State Buildings.

Parking Validation (Galvez, LaSalle and Welcome Center Garages)

Each agency has access to ParkLync system to validate visitors with either a one-day quick pass or a multiple-day reservation pass in which the visitor’s vehicle license plate number needs to be input.

QR codes are available with each agency for visitors to scan and input their own vehicle license plate number for a one-day (12 hour) validation.

Any issues with the system validation need to be addressed by PCI at (225) 532-1613.

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Parking Enforcement

It is the hope and desire that all parkers abide by the rules and regulations noted within this policy. We recognize that vast majority of the parkers will always abide by the rules, however, for those parkers which will not, the following measures will be necessary.

Tenants

Beginning May 1, 2023, PCI will begin issuing “Citations” for non-compliant parking; a record of each citation will be maintained for all vehicles. Citations will remain on record for one year.

- ❖ The 1st and 2nd citations for parking infractions are warnings that require no further action from the parker.
- ❖ The 3rd citation may result in the vehicle being immobilized by a boot being placed on the vehicle. Individuals will be responsible for the all costs associated with being booted.

An immobilization fee of \$85 will be charged to the parker per application. A notice will be placed on the vehicle explaining how to pay the immobilization fee and receive the release code. Assisted releases of the Intelliboot is available.

Intelliboot must be returned to the self-return box located in the LaSalle Garage within two (2) hours of release. Failure to return the Intelliboot will result in an additional \$500 fee being charged to the card used for payment.

If the Intelliboot is damaged or stolen, the parker will be responsible for a \$500 replacement/repair fee.

Parkers who have damaged or stolen an Intelliboot in the past will be eligible for immediate tow if found parked in the Galvez, LaSalle, or Welcome Center Parking Garages.

Visitors

Beginning May 1, 2023, PCI will issue “Citations” for non-compliant parking; a record of each citation will be maintained for all vehicles.

- ❖ The 1st and 2nd citations for parking infractions will have a fee of \$20.
If the citation fee is not paid after 14 days, the fee is escalated to \$55.
If the citation fee is not paid after 30 days, the fee is escalated to \$75.
If the citation fee is not paid after 30 days, the vehicle will be immobilized.
- ❖ The 3rd citation may result in the vehicle being immobilized by a boot being placed on the vehicle. Individuals will be responsible for the all costs associated with being booted.

An immobilization fee of \$85 will be charged to the parker per application. A notice will be placed on the vehicle explaining how to pay the immobilization fee and receive the release code. Assisted releases of the Intelliboot is available.

Intelliboot must be returned to the self-return box located in the LaSalle Garage within two (2) hours of release. Failure to return the Intelliboot will result in an additional \$500 fee being charged to the card used for payment.

If the Intelliboot is damaged or stolen, the parker will be responsible for a \$500 replacement/repair fee.

Parkers who have damaged or stolen an Intelliboot in the past will be eligible for immediate tow if found parked in the Galvez, LaSalle, or Welcome Center Parking Garages.

Additional Resources

[OSB Facilities Manual](#) – pages 12-14

Frequently asked questions regarding the Baton Rouge Parking Garages are available online at <https://www.doa.la.gov/doa/osb/baton-rouge-parking-garages/visitor-general-faqs/>.