

## **Lactation Room Guidelines**

### **Bienville Guilding-LDH**

Lactation space is available in the Bienville Building on the second and fifth floors, in rooms 277 and 586.

**How to Reserve the Room:** A reservation on Outlook Calendar is required to use the room. Please follow the instructions below:

- Select “Open Calendar”
- Select “From Room List”
- Select “LDH/BIENVILLE-277-LACTATION” or “LDH/BIENVILLE-586-LACTATION” depending on which room you'd like to reserve (you may have to scroll instead of using the search function)
- In the new calendar, select “New Meeting”
- Click the arrow to drop down options, and Select “New Meeting with All”
- Specify the day and time, and click "Send"

If you have any questions or concerns, please email [breastfeeding@la.gov](mailto:breastfeeding@la.gov)