

## **Department of Administrative Services** **Guidance Document**

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.



## News Conference Guidelines

The Nebraska State Capitol may be used for news conferences dealing with statewide political issues and activities. News conferences are held to educate the public via the news media on a statewide issue or activity and generally do not draw a large audience other than the media. Individuals and organizations wishing to hold a news conference inside the Capitol must follow these guidelines.

1. News conferences shall be held during public business hours, Monday – Friday 8:00 a.m. to 5:00 p.m. and in public spaces, generally held in the 2<sup>nd</sup> floor rotunda, 1st floor rotunda or 2<sup>nd</sup> floor Hall of Fame galleries.
2. Official functions of state government shall have priority for use of Capitol space and news Conferences shall not block public access. No seating is provided or may be brought into the Capitol.
3. News conferences shall be limited to one hour, including time for media questions and interviews.
4. The Office of the Capitol Commission will provide a lectern for news conference use with 24-hour advance notice. No public address equipment will be provided or brought into the Capitol for use during a news conference. An easel for a chart or other visual material will be provided with 24-hour notice. A small sign identifying the sponsor of the news event may be taped to the front of the lectern with easily removed and non-marring tape.
5. News conferences shall not block corridors or public access or interfere with public tours. The sound and activity associated with a news conference shall not interfere with legislative sessions or other activities of government. No cheering, shouting, chanting or clapping is allowed.
6. Nothing shall be affixed or hung on the walls or surfaces of the Capitol. No hand held or free standing signs or banners are allowed. Those attending/watching the news conference may not hold any type of signage.

Requests for News Conferences shall be made via a Facility Use Permit to the Office of the Capitol Commission indicating the group or individual's intent to use Capitol space for a news conference. To check on the availability of a date and time to avoid conflicts with tours and special events and to receive an FUP please call the Tourism Supervisor at (402)471-0449 or email [roxanne.smith@nebraska.gov](mailto:roxanne.smith@nebraska.gov) for information.