

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.



Guidelines for Use of the North and/or West Plaza

The Nebraska State Capitol North and West Plazas may be used for public gatherings, vigils, demonstrations or rallies dealing with statewide political issues and activities. These events are generally held for the purpose of bringing groups of people together and creating community awareness for an issue or activity and are not allowed inside the Capitol. These events are allowed on the exterior of the Capitol, weather permitting. Individuals and organizations holding a demonstration/rally must follow these guidelines.

1. Demonstrations/rallies are allowed on the North Entrance lower terrace, the West Plaza and the public sidewalks near the street surrounding the Capitol between the hours of 6:30 a.m. and 10:00 p.m.
2. Official functions of government shall have priority for use of Capitol space.
3. Participants shall not block or restrict access to any public entrance of the Capitol or grounds, nor interfere with the normal order of state business. A clear 5 foot wide aisle must be maintained for entry into and exit from the Capitol.
4. Groups are responsible for any audio equipment used. Access to electricity may be provided with 24 hour notice of the event.
5. Any signs and/or banners must be hand held; wood, metal, plastic poles and standards are not allowed. No signs or banners may be affixed to or brought into the Capitol.
6. Participants must remain on hard surfaces, terraces and sidewalks. Groups are to keep off the lawn and shrubbery, and are not to climb on retaining walls or balustrades.
7. NO CANDLES or open flames are allowed on the Capitol Grounds, plazas, entrances or sidewalks.

The Office of the Capitol Commission shall be notified of a group or individual's intent to use the Capitol Plazas or public sidewalks for these purposes. Two week's notice is preferred. Please call the Tourism Supervisor at (402)471-0449 or email roxanne.smith@nebraska.gov for information and to schedule use of the space.