

## **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.



**Pete Ricketts**  
Governor

**STATE OF NEBRASKA**  
**OFFICE OF THE CAPITOL COMMISSION**  
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Robert C. Ripley  
Capitol Administrator

## **Guidelines for Special Exterior Lighting** **of the Nebraska State Capitol**

The Nebraska State Capitol is a predominant feature in the city of Lincoln skyline and when illuminated at night may be seen for many miles. These guidelines are to ensure that special exterior lighting of the Capitol for events and promotion of educational initiatives by non-profit or not-for-profit groups is an occasional special activity and does not routinely cause the Capitol to be lit in colored light, or provide a hardship for Capitol staff. The Office of the Capitol Commission guidelines shall be used to see that many varied groups are given the opportunity to draw attention to their event or educational initiative through special exterior lighting.

1. The Nebraska Capitol may be lit with colored gels placed on the exterior tower lights in conjunction with a special event or educational initiative sponsored by a non-profit or not-for-profit groups or organization of state-wide or larger membership of mission.
2. To ensure lighting of the Capitol in different colors is a special activity and is recognized as such, the Capitol may be lit no more than four times a year.
3. Special exterior lightings shall be requested via a Facility Use Permit and will considered on a first come first scheduled basis.
4. The Office of the Capitol Commission will light the Capitol's tower during the regularly scheduled periods of Capitol exterior illumination, generally dusk until 10:30 p.m.
5. The Capitol may have special lighting for one night, or if the requested date falls on a weekend, for the weekend only.
6. The Office of the Capitol Commission will not install special lighting on the Capitol during inclement weather. Commission staff reserves the right to cancel any scheduled lighting based on roof conditions and concern for staff safety.
7. To ensure equal access to this special activity, no group will be allowed to have the Capitol lit for them two years in a row.
8. Groups requesting the Capitol be lit may be required to provide colored gels for the lighting, gels will then become property of the Office of the Capitol Commission. The Office of the Capitol Commission will not provide colored gels and torn or damaged gels will not be replaced by the Office of the Capitol Commission which reserves the right to limit the gel colors available for use.

Lightings of the Capitol may be scheduled up to one year in advance, with at least two weeks' notice and will not be scheduled until the Facility Use Permit is received and approved. Please contact the Capitol Tourism Supervisor (402)471-0449 or [roxanne.smith@nebraska.gov](mailto:roxanne.smith@nebraska.gov) to receive a Facility Use Permit or if you need additional information.