

## **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.



Dave Heineman  
Governor

# STATE OF NEBRASKA

OFFICE OF THE CAPITOL COMMISSION  
State Capitol 7<sup>th</sup> Floor  
Robert C. Ripley  
Capitol Administrator

## GUIDELINES FOR FAMILY PHOTOGRAPHS IN THE NEBRASKA STATE CAPITOL

The Nebraska State Capitol is a National Historic Landmark. The building is often considered as a location for photographs. However, because the Capitol is a public building, private activities such as photographs must follow the guidelines below.

1. Photographs must occur during normal public hours and ***must not last more than one hour.***

Monday – Friday	8:00 am to 5:00 pm
Saturday and Holidays	10:00 am to 5:00 pm
Sunday	1:00 pm to 5:00 pm
2. Photographs must be taken in the following public areas of the Capitol; 2<sup>nd</sup> Floor Rotunda, 14<sup>th</sup> Floor Memorial Chamber, 2<sup>nd</sup> Floor Courtyard Galleries, and Capitol Courtyards and Grounds.
3. **PHOTOGRAPHS CANNOT BLOCK PUBLIC ACCESS IN ANY AREA OF THE CAPITOL.** Capitol tours have priority and photography must not interfere with the ability of the tour to have access to the Vestibule, Foyer and Rotunda, and the visiting public's ability to see and hear the tour. Photographs must not interfere with other official activities of government or other previously scheduled events. ***Furniture and signage must not be moved.***
4. Decorations, props, or equipment other than cameras ***may not*** be brought into the building. Available-light photographs only, ***no supplemental lighting except camera mounted.*** No equipment will be provided by the Office of the Capitol Commission.

DUE TO THE TOUR SCHEDULE AND SPECIAL EVENTS IN THE CAPITOL, IT IS IMPORTANT TO NOTIFY THE OFFICE OF THE CAPITOL COMMISSION OF THE PROPOSED DAY AND TIME OF YOUR CAPITOL PHOTOGRAPHS TO AVOID DISRUPTION OR OTHER CONFLICTS.

Please contact the **Tourism Supervisor, at (402) 471-0449** if you need additional information. Please return the attached form to the address listed below.