

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 this 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
State Capitol 7th 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 may be taken in the following public areas of the Capitol; 2nd Floor Rotunda, 14th Floor Memorial Chamber, 2nd 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.