

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
State Capitol 7th Floor
Robert C. Ripley
Capitol Administrator

GUIDELINES FOR DISPLAYS IN THE NEBRASKA STATE CAPITOL

The Nebraska State Capitol is the seat of state government. All three branches of government are located in the building and over 500 people work in the building every day. Citizens of Nebraska come to the Capitol to conduct business; visitors from all over the United States and the world come to view the magnificent building. In the spring thousands of students arrive at the building to learn about Nebraska and their government. The Capitol is a place where groups can provide educational information to a diverse audience. Functions of state government shall have priority for use of the Capitol.

1. Displays are allowed only in the First Floor Rotunda to be viewed during regular public hours.
 - i. Monday – Friday 8:00 am to 5:00 pm
 - ii. Saturday and Holidays 10:00 am to 5:00 pm
 - iii. Sunday 1:00 pm to 5:00 pm
2. Displays may only be sponsored by government agencies, non-profit or not-for-profit groups of state-wide or larger membership and mission. Depending on demand and time of year, displays may be shown for up to one week and possibly two with specific approval. Displays may be staffed or unstaffed.
3. **DISPLAYS MAY NOT BLOCK PUBLIC ACCESS TO ANY AREA OF THE CAPITOL.** Displays must not restrict traffic flow in and around the Capitol and should not pose a hazard for disabled users of the building.
4. The Office of the Capitol Commission will supply up to 12 tables, 20 easels, and a limited number of chairs, as requested. No other equipment will be provided nor may be brought into the Capitol without permission in advance.
5. Groups may bring in free-standing displays with advance approval, if they meet safety criteria. All equipment shall have proper padding to insure there is no damage to floors, walls, or other building finishes. Special care must be taken in the set-up and take down of all display materials.
6. Nothing may be affixed to or hung from any surface or fixture of the Capitol. Depending upon availability, up to 20 easels may be provided for displaying two dimensional materials.
7. Since the Capitol is a public building with open access, the State will not be responsible for theft or damage to display materials.
8. Food and drink or the distribution of same are not permitted as part of a display.

ALL DISPLAYS AND SPECIAL EVENTS IN THE CAPITOL ARE SCHEDULED AND MAY BE SCHEDULED A MAXIMUM OF SIX MONTHS IN ADVANCE, WE REQUIRE AT LEAST TWO WEEKS NOTICE AND CANNOT GUARENTEE THE AVAILABILITY OF A DATE OR SPACE UNTIL THE FACILITY USE PERMIT IS RECEIVED AND APPROVED.

Please contact the **Capitol Tourism Supervisor (402) 471-0449** if you require additional information. Please return the Facility Use Permit to the address below.