

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 LEAFLETTING 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. The Capitol is a place where groups and individuals may want to distribute written material on a variety of subjects pertaining to government activity. Functions of state government have priority for use of the Capitol.

1. Leafletting or the unsolicited distribution of materials through direct contact with occupants and visitors at the Nebraska State Capitol may occur on the public sidewalks parallel to the public streets surrounding the Capitol, the state parking lots and the Governor's residence.
2. Individuals and groups leafletting on the public sidewalks surrounding the Nebraska State Capitol may not block access to the public sidewalks or block access to the entrance walks leading up to the Nebraska State Capitol.
3. Leafletting is not allowed in the public corridors inside the Nebraska State Capitol.
4. Individuals may deliver printed materials pertaining to the functions of state government to the offices of elected officials in the Nebraska State Capitol.
5. Commercial solicitation and the delivery of materials of a commercial nature are not allowed in the Nebraska State Capitol.

Questions involving leafletting and the distribution of materials in and around the Nebraska State Capitol should be directed to the **Capitol Tourism Supervisor (402) 471-0449.**