

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

News Conference and Demonstration/Rally Guidelines

The Nebraska State Capitol may be used for news conferences and demonstrations/rallies dealing with statewide political issues and activities. The Office of the Capitol Commission shall be notified of a group or individual's intent to use the Capitol or Capitol Grounds for these purposes. Functions of government shall have priority. Two week's notice is preferred. Please call the Tourism Supervisor at (402)471-0449 to schedule.

News conferences are held for the purpose of educating the public via the news media on a statewide issue or activity. Individuals and organizations wishing to hold a news conference inside the Capitol must follow these guidelines.

1. News conferences shall be held during public business hours.
Monday – Friday 8:00 a.m. to 5:00 p.m.
News conferences shall be limited to one hour in duration.
2. No audio amplification equipment may be used during a news conference. The Office of the Capitol Commission will provide a podium for use with 24 hour notice.
3. News conferences shall not block corridors or other public access or interfere with public tours. The sound and activity associated with a news conference shall not interfere with legislative sessions or other activities of government.
4. Nothing shall be affixed or hung on the walls or surfaces of the Capitol. An easel for charts or other material will be provided with 24 hour notice. A small sign identifying the sponsor of the news event may be taped to the front of the podium with easily removed tape. No additional signs or banners, hand held or free standing are allowed, attendees may not hold any type of signage.

Demonstrations/rallies are held for the purpose of creating public awareness for an issue or activity and are not allowed inside the Capitol. Rallies are allowed on the exterior of the Capitol, weather permitting. Individuals and organizations holding a demonstration or rally must follow these guidelines.

1. Demonstrations/rallies are allowed on the North Entrance lower terrace, the West Plaza and the public sidewalks near the street surrounding the Capitol between the hours of 6:30 a.m. and 10:00 p.m.
2. Participants shall not block or restrict access to any public entrance of the Capitol or grounds, nor interfere with the normal order of state business. A clear 5 foot wide aisle must be maintained for entry into and exit from the Capitol.
3. Groups are responsible for any audio equipment used. Access to electricity may be provided with 24 hour notice of the event.
4. Any signs and/or banners must be hand held; wood, metal, plastic poles and standards are not allowed. No signs or banners may be affixed to or brought into the Capitol.
5. Participants must remain on hard surfaces, terraces and sidewalks. Groups are to keep off the lawn and shrubbery, and are not to climb on retaining walls or balustrades.
6. NO CANDLES or open flames are allowed on the Capitol Grounds, plazas, entrances or sidewalks.