

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 THE DISTRIBUTION OF PRINTED MATERIAL
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. Functions of state government have priority for use of the Capitol.

1. The passive distribution of printed material or printed information inside the Nebraska State Capitol is limited to the Capitol Information Desk and to the public bulletin board.
2. Non-government agencies, individuals, groups and companies may place materials for the public, visitors and state capitol occupants at the designated public bulletin board located in the south central corridor adjacent to the Capitol Mail Room.
3. Government agencies and groups may place materials for the public, visitors and state capitol occupants at the designated public bulletin board located in the south central corridor adjacent to the Capitol Mail Room.
4. Government agencies may request permission from the Office of the Capitol Commission to distribute printed material of statewide interest at the Capitol Information Desk. Requests shall be made to the Public Information Officer at (402)471-0449. Materials to be distributed will be reviewed based on criteria of serving a public interest in educating the public or promoting the Capitol or Nebraska.
5. Advertisements, notices of community events, and other commercial information may be placed at the public bulletin board. Nothing of a pornographic nature may be posted at the public bulletin board.

Please contact the **Public Information Officer at (402) 471-0449** for additional information.