

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.



GUIDELINES FOR PROGRAMS AND CEREMONIES IN THE NEBRASKA STATE CAPITOL

The Nebraska State Capitol is the seat of state government. The building through its artwork and symbolism represents Nebraska's diverse people and their history. Because it is such an inspiring monument with a beautiful and formal Rotunda the building is often considered as a site for programs and ceremonies.

1. Programs and ceremonies are allowed in the Second Floor Rotunda during regular public hours. All programs must be open to the public.
 - 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. Events and programs must be sponsored by government agencies, non-profit or not-for-profit groups of state-wide or larger membership and scope. Activities and official functions of government have priority.
3. Equipment available for use includes: chairs, tables, stage, podium and public address system, backdrop, easels, United States and Nebraska flags, piano and choral risers. Equipment needs will be evaluated and not all equipment may be provided depending on staff availability, building activity and state government priorities. Set-up arrangements must be finalized at least three business days prior to the program.
4. Maximum seating for an event in the Rotunda is 300. The actual number of chairs is limited by position of stage, any props or equipment included in the set-up, aisle width, and accessibility needs.
5. The Office of the Capitol Commission will set up and take down all equipment necessary for events in the Capitol. No other equipment will be provided nor brought in to the Capitol, without prior approval.
6. Nothing may be affixed to or hung on any surface of the Capitol.
7. NO CANDLES OR FLAMES ARE ALLOWED.
8. Events involving food or drink are not allowed.
9. Any special accommodations to meet Americans with Disabilities Act requirements for the program or ceremony are the sponsor's responsibility. Any physical accommodations are the responsibility of the Office of the Capitol Commission.

ALL SPECIAL EVENTS AND PROGRAMS IN THE CAPITOL ARE SCHEDULED. PLEASE PLAN AS FAR IN ADVANCE AS POSSIBLE, WE REQUIRE AT LEAST TWO WEEKS NOTICE AND CANNOT GUARENTEE THE AVAILABILITY OF SPACE UNTIL THE FACILITY USE PERMIT IS RECEIVED AND APPROVED.

Please contact **Capitol Tourism Supervisor (402) 471-0449** if you need additional information.