

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.



GUIDELINES FOR FAMILY PHOTOGRAPHS IN THE NEBRASKA STATE CAPITOL

The Nebraska State Capitol is a National Historic Landmark. The building is often considered as a location for photographs. However, because the Capitol is a public building, private activities such as photographs must follow the guidelines below.

Photographs must not interfere with other official activities of government or other previously scheduled events.

1. Photographs must occur during normal public hours and *may not last more than one hour.*

Monday – Friday	8:00 am to 5:00 pm
Saturday and Holidays	10:00 am to 5:00 pm
Sunday	1:00 pm to 5:00 pm
2. Photographs may be taken in the following public areas of the Capitol; 2nd Floor Rotunda, 14th Floor Memorial Chamber, 2nd Floor Courtyard Galleries, and Capitol Courtyards and Grounds.
3. **Do not move CLOSED signs.** *Furniture and signage may not be moved.*
4. **Groups must be quiet.** PHOTOGRAPHS CANNOT BLOCK PUBLIC ACCESS IN ANY AREA OF THE CAPITOL. Capitol tours have priority and photography must not interfere with the ability of the tour to have access to the Vestibule, Foyer and Rotunda, and the visiting public's ability *to see and hear the tour.*
5. No decorations, *no props*, no step stools or similar equipment other than a camera and a tri-pod with protected feet can be brought into the Capitol. Available-light photographs only, *no supplemental lighting except camera mounted.* No equipment will be provided by the Office of the Capitol Commission.
6. **No food or drinks are allowed. No alcohol is allowed.**

To avoid conflicts with public tours, official functions of government and other activities in the Capitol it is important to notify the Office of the Capitol Commission of your intent to use the Capitol. Please contact the **Tourism Supervisor, at (402) 471-0449**, if you need additional information and to receive the Family Photography form to complete and return.