

## **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 WEDDINGS  
IN THE NEBRASKA STATE CAPITOL**

The Nebraska State Capitol is a beautiful monument with many spacious and grand public areas. Often the building is considered as a location for weddings. However, because the Capitol is a public building, private activities, such as weddings, must follow certain guidelines. By necessity, weddings in the Capitol are generally small and informal, with a maximum of 50 people, and last less than 1 hour.

1. Weddings must occur during normal public hours and last less than one hour.
  - 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. Weddings must be held in public areas of the Capitol; 2<sup>nd</sup> Floor Rotunda, Rotunda Balconies, Capitol Courtyards and Grounds.
3. **WEDDINGS CANNOT BLOCK PUBLIC ACCESS TO ANY AREA OF THE CAPITOL.** Wedding activity must not interfere with official functions of government, including guided tours. Capitol tours have priority and wedding activity must not interfere with the ability of the Tour to have access to the Vestibule, Foyer and Rotunda, and with the visiting public's ability *to see and hear the tour*.
4. No decorations, no props, and no equipment (chairs, tables, piano, PA, etc.) may be brought into the Capitol. No equipment will be provided by the Office of the Capitol Commission. Cameras and video equipment may be used during the ceremony.
5. Flowers allowed: those to be worn or carried by the wedding party. No other flower arrangements may be brought into the Capitol.
6. Signs or wedding announcements are not to be posted in the Capitol or on any surface in the building. The wedding party should have ushers or others available to guide those involved to the proper location. Guests waiting for the ceremony should wait quietly.
7. Rice, bird seed, confetti, soap bubbles, etc. are not to be used or thrown in the Capitol or on the Grounds, including steps and sidewalks.
8. **CANDLES ARE NOT ALLOWED. No food or drinks are allowed, NO ALCOHOL.**

**DUE TO THE TOUR SCHEDULE AND SPECIAL EVENTS IN THE CAPITOL, IT IS IMPORTANT THAT YOU NOTIFY THE OFFICE OF THE CAPITOL COMMISSION OF THE PROPOSED DAY AND TIME OF YOUR CAPITOL WEDDING, AVOIDING DISRUPTION OR OTHER CONFLICTS.**

Please contact **Capitol Tourism Supervisor (402) 471-0449** if you need additional information and to receive a Wedding Use Form to complete and return to notify us of your plans to use the building.