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# STATE OF NEBRASKA

OFFICE OF THE CAPITOL COMMISSION  
State Capitol 7<sup>th</sup> Floor

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## 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, casels, 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.

## NEBRASKA ADMINISTRATIVE CODE

LAST ISSUE DATE: (April 13, 1982)

Title 6 - OFFICE OF THE CAPITOL COMMISSION

Chapter 1 - RULES AND REGULATIONS GOVERNING USE OF THE STATE  
CAPITOL LINCOLN, NEBRASKA

### 001 Scope and Application

**001.01** These Rules and Regulations govern the use of public spaces of the State Capitol and Grounds under the rulemaking authority of Neb. Rev. Stat. §§72-2201 through 72-2214. Subsequent to the advice of the Nebraska Capitol Commission, the following Rules and Regulations are prescribed by the Office of the Capitol Commission and are effective until amended or revoked.

**001.02** The Administrator of the Office of the Capitol Commission, acting through Capitol Security Personnel, and other law enforcement agency personnel, will enforce all Rules and Regulations described in this Chapter.

### 002 Definitions

**002.01** PUBLIC SPACE includes areas of the Capitol Property generally open to the public. Public spaces includes, but is not limited to, restrooms, corridors, stairways, tower elevators, the Statehouse Cafeteria, first and second floor Rotundas, Vestibule, Foyer, Fourteenth Floor Memorial Hall, exterior promenade deck, all entrances and plazas and the Capitol Grounds and Courtyards.

**002.02** CAPITOL PROPERTY includes all property within the street curb circumscribing the State Capitol.

**002.03** An EVENT is any sponsored activity receiving prior approval through the Facility Use Permit process or as otherwise stated in section 004.-

### **003 General Use Provisions**

**003.01** The Office of the Capitol Commission shall be notified of all events and activities (other than regularly scheduled tours) that are to take place in the State Capitol during non-business hours, i.e. public hearings, legislative committee hearings, court sessions, and all other general or special meetings or events likely to attract visitors other than employees of agencies housed in the Capitol. No unauthorized activity shall take place in the State Capitol or on the Capitol Grounds.

**003.02** All requests for events in public spaces of the State Capitol shall be made in writing to the Capitol Administrator at least ten (10) working days in advance of the proposed function. Requests shall be made using a Facility Use Permit request form as prescribed by the Office of the Capitol Commission. Requests shall be specific as to the type of function, approximate number of people to be involved, area of the building to be used, responsible party involved, time, date, duration and any other specific information relative to the request.

**003.03** All events and activities held in interior public spaces shall be held during public building hours and shall require prior approval.

**003.04** The Office of the Capitol Commission will respond to each Facility Use Permit request in writing indicating approval or denial and the terms of approval or the reason(s) for denial.

**003.05** An approved Facility Use Permit requires the sponsoring organization and its representatives to be responsible for the actions of all parties participating in or attending the event for which approval is granted. Approval terms shall confine the event or activity to the area for which approval was granted. In addition, the sponsoring organization agrees to take no action that would in any way result in possible damage to the State Capitol or Grounds.

**003.06** The Office of the Capitol Commission, subject to policies recommended by the Nebraska Capitol Commission, shall be the final authority on any requested activity or event which involves use of Capitol spaces as defined in Section 002 of these Rules and Regulations.

### **004 Events Requiring a Facility Use Permit and Prior Approval**

**004.01** State Ceremonies – State Ceremonies shall include all functions initiated and controlled by any State agency, board, commission, or elected official acting on behalf of the State.

**004.02** Non-State Ceremonies – Non-profit or not-for-profit organizations with a

statewide membership and mission wishing to sponsor ceremonies or events in the Capitol shall submit a Facility Use Permit request to the Office of the Capitol Commission. Such events will be limited to public hours. Events sponsored by individuals and for-profit groups, solely for the benefit of such individual or for-profit organization, will not be approved for the State Capitol or Grounds.

**004.03 Fund-Raising Activities** – Solicitation of any kind, fund-raising, canvassing, or other similar activity is prohibited in the State Capitol and Grounds. Charitable fund-raising activities, in the public interest, may be permitted in accordance with the State of Nebraska Vendor Solicitation Policy, is incorporated herein by this reference (attachment A).

**004.04 Recruitment** – Recruitment activities for the U.S. Armed Forces or for any other government agency or organization must have prior written approval.

**004.05 Entertainment** – Entertainment activities shall be limited to non-office hours, including weekdays from 12:00 p.m. to 1:00 p.m., when the building is open to the public.

**004.06 Demonstrations/Picketing** – All demonstrations must be non-disruptive and peaceful in nature. All such activities are restricted to public sidewalks, the East and West Terraces and the lower North Terrace. Demonstrations and demonstrators shall not block or restrict access to any public entry or exit to the State Capitol and Grounds at any time. All corridors, stairways and aisles shall be kept open and no activity that could disrupt the normal order of State business will be allowed. Signs, banners and like material shall not be fastened in any way to the walls, surfaces, or railing surrounding the Rotunda. Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought into the Capitol. All participants involved in demonstrations shall at all times adhere to all General Provisions of these Rules and Regulations and Neb. Rev. Stat. §§ 28-1317, 28-1318 and 28-1319.

**004.07 Information Booths, Displays and Public Notices** – Information booths and/or displays may be authorized for a limited period of time. The State of Nebraska assumes no responsibility for loss or damage to display materials. In most instances, displays will be limited to the First Floor Rotunda for a one-week period of time. Public notices, bulletins and newsprint may be posted in the State Capitol using the space set aside for such activity. No leafleting is allowed within the State Capitol or Grounds, except at or beyond the public sidewalks.

**004.08 Filming** – Photography, videography and/or filming in or on the State Capitol and/or Grounds for other than personal or not for profit use is prohibited without the prior written authorization from the Office of the Capitol Commission.

**004.09 Weddings** – Weddings are allowed in public spaces in the State Capitol during the normal public building hours, subject to the following.

- 4.9.1 Weddings must not interfere with public tours, normal business or other approved event or activity taking place in the Capitol.
- 4.9.2 Weddings must not block public access to or from any area of the State Capitol.
- 4.9.3 No candles or open flame devices are permitted.
- 4.9.4 No decorations or special equipment may be brought into the building, except tape recorders, video cameras and still cameras.
- 4.9.5 No floral or plant arrangements may be brought into the building. Flowers worn or carried by members of the wedding party are allowed.
- 4.9.6 No signs or wedding announcements may be posted in or on the Capitol property. The wedding party shall provide ushers to guide persons attending the ceremony to the proper location.
- 4.9.7 No rice, birdseed, confetti, soap bubbles, etc. shall be used or thrown in or on the Capitol property.

**004.10** Food Service Events – Events involving food and/or drink shall be held in the cafeteria, courtyards or other meeting space. However, based on guidelines provided by the Capitol Commission, an annual Statehood Day Dinner may be held in the Rotunda and the Administrator of the Office of the Capitol Commission may approve special events for the Rotunda or Great Hall area provided they are part of a statewide, regional, national, or international organization, or include dignitaries from other states or foreign countries. Sponsoring organizations may appeal the Administrator's decision by appearing before the Capitol Commission at a regularly scheduled meeting or a special meeting called by the Commission Chair to explain the reason for the appeal. The Office of the Capitol Commission reserves the right to approve specific menu or drink items depending on their potential for damage to Capitol interior finishes.

**004.11** News Media Events – Events involving the news media, other than the pre-arranged coverage of Legislative sessions and hearings, Supreme Court and Court of Appeals sessions, Gubernatorial news conferences or public hearings, shall be scheduled only in public places of the State Capitol. Extra care shall be taken in public spaces for the protection of original finishes and furnishings, especially with regard to access and use of media equipment. All media activities requiring equipment beyond the standard hand held or tripod held camera must be coordinated with the Office of the Capitol Commission by submitting a Facility Use Permit request to the Office of the Capitol Commission for written approval prior to such event.

**004.12** Except as otherwise specifically provided for in these Rules and Regulations, personal or private social events are not allowed in public spaces.

**004.13** Flags other than the U.S. or state flags shall not be displayed in a public

area within the State Capitol or on the Grounds without the permission of the Office of the Capitol Commission.

## **005 General Capitol Provisions**

**005.01** The Office of the Capitol Commission reserves the right to close and/or restrict entry or use of any portion of the State Capitol or Grounds.

**005.02** All freight or parcels not capable of being hand carried into the State Capitol shall be delivered via the south dock in accordance with procedures for the handling of freight. All freight deliveries shall be made during business hours.

**005.03** All persons entering and exiting the State Capitol during non-public hours may be required to sign the building register in the security office. Capitol Security may waive this requirement as appropriate.

**005.04** Alcoholic beverages on Capitol Property is prohibited, unless authorized as provided in Neb. Rev. Stat. 53-186. Sponsors and/or caterers of approved events involving alcohol shall comply with any and all local and state laws governing alcoholic beverages.

**005.05** Except those required by individuals with disabilities, all wheeled recreation or transportation devices (including, but not limited to, bicycles, skateboards, and roller-skates) are prohibited on all Capitol Property. Bicycles inside the Capitol are prohibited.

**005.06** Pets or other animals, except service animals used to aid disabled individuals, police animals or emergency service animals, are prohibited in the State Capitol.

**005.07** The United States and Nebraska State flags and other flags approved by the Office of the Capitol Commission shall be displayed in accordance with the Flag Code adopted by the United States Congress, is incorporated herein by this reference (attachment B).

**005.08** Defacing or damaging any area of the State Capitol or Grounds is prohibited, as set out in Neb. Rev. Stat. " 72-2205 and 28-519.

**005.09** No individual shall interfere with another person's lawful use or enjoyment of any area of the Capitol Property.

**005.10** Signs/Decorations – No permanent signs or decorations are to be applied, hung or affixed to ceilings, walls, floors or other surfaces in public spaces. Questions or requests for assistance regarding temporary signs and/or decorations should be submitted to the Office of the Capitol Commission.

**005.11** Open Flames - Open flames, candles and all other burning devices are prohibited in the State Capitol and on Capitol Property.

**005.12** Removal of items from trash receptacles, construction or renovation areas, the Capitol dock or any other areas of Capitol Property, without prior written approval from the Office of the Capitol Commission is prohibited.