



## Nebraska State Capitol Media Access Guidelines

It is the policy of the Office of the Capitol Commission that the media have free and easy access to all public activities held in the Capitol within the guidelines established below.

The media shall at no time block or hinder public access to any part of the Capitol, or interfere with the public's ability to participate in an event, including guided public tours. Reporters, their crew and equipment shall not block movement to and from public corridors or entrances.

All equipment used by the media in the Capitol shall have proper protective features so as to not damage any surface or material the equipment is placed upon. All tripods for cameras and lights will have soft protective caps or pads on their feet and/or bases. Equipment for routine coverage of Capitol events is understood to include self-contained cameras, recorders, microphones, lamps, etc. Special equipment for live or remote broadcasts and any special wiring needs for antennas are not considered routine and must be coordinated 24 hours in advance with the Office of the Capitol Commission.

Routine access to the Capitol shall be via any of the ground floor entrances or the main entrance on 2nd floor when it is open. Movement of equipment for routine news conferences and activities from one floor to another will occur via the stairways or the padded freight elevators (southeast tower or freight in Room #1009).

Special equipment and wiring for live broadcasts and other special activities, or access to non-public locations must be coordinated with Office of the Capitol Commission staff prior to the day of the event. All special cable and equipment access to second and third floor must be coordinated with the Office of the Capitol Commission prior to the day of the event.

It is the policy of Office of the Capitol Commission that all equipment for remote and live broadcasts be brought into the Capitol via the south loading dock (Goodhue Blvd. and H Street) at the basement level and run through the basement corridors to the location of the specific activity or event. Cables can then be tied into and accessed through the chases connecting the basement and other floors.

Media access to the Nebraska Supreme Court and the Nebraska Court of Appeals will be governed by the policies of the Nebraska Supreme Court. Contact Supreme Court Information Officer Janet Bancroft (402)471-3205.

Media access to the Nebraska Legislature will be governed by the policies of the Nebraska Legislative Council. Contact the Clerk of the Legislature at (402)471-2271

*For information regarding the use of the Capitol contact the Tourism Supervisor at (402)471-0449. Media activities beyond routine coverage and news conferences will require the completion of a Facility Use Permit.*