

Nebraska State Capitol School Tour Guidelines

School groups are expected to conduct themselves in a respectful and responsible manner. Groups not following these guidelines may be asked to leave.

1. **Running and shouting in the Capitol are not allowed.** The Capitol houses offices of government and noise levels must be kept to a minimum. Special caution must be used because voices echo in the halls.
2. **Groups shall have at least one adult for every 20 students;** students should not move unescorted through the building. The teachers/adult sponsors are responsible for the behavior of all group members at all times.
3. **Groups shall not block public access** to stairs, corridors or entrances, inside or outside the Capitol. Please do not let students sit on stairs while waiting for elevator.
4. **All backpacks, purses and briefcases are subject to search.** Do not leave any personal items unattended in the Capitol. Please check with State Capitol Security, Room 1405, or call (402)471-2400 for lost or found items.
5. **Restrooms are available on 1st Floor in three perimeter corners: northeast, southeast and southwest.** Sponsors should accompany students and **noise levels must be kept to a minimum** to avoid disrupting staff in offices nearby.
6. **No food, drink, cellular phones, radios, or music players** should be used while on tour. Please ask the tour guide before taking photographs or using video recorders on tour.
7. **Areas open to group tours include 1st, 2nd, 3rd balcony and 14th floors.** All other floors have offices where appointments are necessary. Groups visiting the 14th floor must use the 1st floor north elevators in a quiet and orderly manner. The elevators are equipped with safety buzzers to prevent overloading. While on 14th floor students should not shout or throw things off the observation decks.
8. Due to scheduling and staffing demands, **groups arriving more than ten minutes late** for their scheduled hour long tour **may risk receiving a shortened tour** or no tour at all.
10. **Sack lunches may be eaten on Centennial Mall north of the Capitol.** Please consult the tour office for trash disposal. There are *NO LUNCH ROOMS IN THE CAPITOL*; in case of inclement weather students will need to eat on their bus.