

# 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 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.
- 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 1<sup>st</sup> Floor in all four perimeter corners.** Sponsors should accompany students and noise levels should be kept to a minimum.
- 6. No food, drink, cell phones, radios, or CD players** should be used while on tour. Please ask the guide before taking photographs or using video recorders on tour.
- 7. Areas open to group tours include 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> balcony and 14<sup>th</sup> floors.** All other floors have offices where appointments are necessary. Groups visiting the 14<sup>th</sup> floor must use the 1<sup>st</sup> floor north elevators in a quiet and orderly manner. The elevators are equipped with safety buzzers to prevent overloading. While on 14<sup>th</sup> floor please do not allow students to 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.
- 9. The Capitol Corner Gift Shop is located on 1<sup>st</sup> floor in the south hall.** To prevent distractions during the tour, it is suggested souvenirs be purchased after the tour.
- 10. Sack lunches may be eaten in the courtyards, the North Entrance Plaza or Centennial Mall north of the Capitol.** Please consult the tour office for trash disposal. In case of inclement weather, the Legislature has limited space where lunches may be eaten. Arrangements should be made through the office of the State Senator representing your district.