



Rapid City Fire Department

10 Main St | Rapid City, SD 57701

605-394-4180



Appearance Request

- For requests to be considered, it must be received no less than 14 days prior to the event.
- Completion of this form does not guarantee an appearance as call volumes dictates availability.
- Engine/Truck/Medic Companies may be required to cancel on short notice or leave the event early due to emergency situations.
- For appearance guidelines please refer to the "Fire Department Appearance Request" section of our website. <http://www.rcgov.org/departments/fire-department.html>

Organization Name:

Address:

City:

State:

Zip:

Contact Name:

Contact Phone:

Contact Email:

Type of Event Requesting:

If requesting a Station Tour please indicate which station.

Station wanting to tour:

If requesting an On Sight Appearance or Presentation please provide location.

Location of On Sight Request:

Number of Participants: Children:

Adults:

Date of Event:

Event Time (Begin & End):

Event Title:

Event Description: (i.e. purpose, who benefits, reason for request)

With my signature below, I hereby certify the information provided above and any supporting documents is correct to the best of my knowledge. I further certify that I fully understand and agree to the terms and guidelines for public appearances set forth by the Rapid City Fire Department.

Signature:

Date:

Please return this completed form along with any supporting information (flyer, letter, etc.) by e-mail to:

tessa.jaeger@rcgov.org

or mail to:

Rapid City Fire Department
Attention: Tessa Jaeger
10 Main St., Rapid City, SD 57701
Phone: (605)-394-4180 Fax: (605)-394-6754