



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>

* = Indicates a required field

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Contact Name: _____

*Contact Phone: _____

Contact Email: _____

* Type of Event Requesting: _____
Please indicate one

If requesting a Station Tour please indicate which station.

Station wanting to tour: _____
Please indicate one

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 that the information provided above and in 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.):

Completed forms may be e-mailed to:

tessa.jaeger@rcgov.org

or mailed to:

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