



IMS Reserves Manager – Casual Booking Applications

1. Log-in at <https://www.imscomply.com.au/morelandcm>

Moreland Login

A user account is required to access the Casual Booking System

[Create Account](#)

Username:

Password:

[Forgot your password?](#)

2. Select “**Booking forms**” tab and select “**Start new application**”.

Welcome Tracey Teacher

Home | Power

Reserves Manager

A Test Casual

Main menu

Booking forms

Update contact details

Form	Description	
Casual sportsground application	For casual bookings of sportsgrounds	<div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Start new application</div> Check availability

3. Check club contact details in **Section A** of the application, where you can edit as required.

Moreland City Council

APPLICATION FOR CASUAL USE OF RESERVE/SPORTSGROUND

Section A - Contact Details

Name of Organisation / Group: A Test Casual

First name:	<input type="text" value="Tracey"/>	Phone (home):	<input type="text" value="421070769"/>
Last name:	<input type="text" value="Teacher"/>	Phone (bus):	<input type="text" value="0421 070 769"/>
Address:	<input type="text" value="PO Box 99"/>	Phone (mob):	<input type="text" value="0421 070 769"/>
Suburb:	<input type="text" value="Cotton Tree"/>	Fax:	<input type="text" value="421070769"/>
Postcode:	<input type="text" value="4558"/>		

Login Details

Username / email: test5@imscomply.com.au

Password:

4. **Section B** is where all the important booking details are required, please ensure you complete each field.
5. Please list additional booking details in the text box provided for any items to be taken onto the reserve.
6. Dates can be a one off or reoccurring. Please select the box if reoccurring and use the **“Same DAY/TIME each WEEK”** option, then select the end date for the reoccurring days.

Section B - Booking Information

Reserve / Sportsground required:

Number of Sportsgrounds required: 1 2 3 4 5 6 7 8

Number attending:

Activity to be conducted on reserve/sportsground:

<input type="checkbox"/> Athletics	<input type="checkbox"/> Football	<input checked="" type="checkbox"/> Soccer
<input type="checkbox"/> Baseball	<input type="checkbox"/> Hockey	<input type="checkbox"/> Softball
<input type="checkbox"/> Cricket	<input type="checkbox"/> Netball	<input type="checkbox"/> Tennis
<input type="checkbox"/> Other (please state)		

Please tick the box relating to your activity:

<input type="checkbox"/> PE Class	<input type="checkbox"/> Regional Competition
<input type="checkbox"/> Interschool Competition	<input type="checkbox"/> State Competition
<input type="checkbox"/> Intraschool Competition	<input type="checkbox"/> Social

What items will be taken onto sportsground/reserve:

Pre-season Training (runners only)

Equipment: cones and portable goals

Teams training: Seniors Metro 3 male, U17 male, U15 female

Date/s of proposed event:

Booking number: 1

Date of booking:

Times required: From: To:

Tick box if a recurring event:

Repeat pattern:

Repeat quantity: OR Repeat until:

Booking number: 2

Date of booking:

Times required: From: To:

Tick box if a recurring event:

7. Add another booking if you require multiple days in a week, or multiple single dates throughout the year. Please note a casual booking application is for a single reserve. If multiple grounds are required, a separate application is required for each ground.
8. **Section C** requires a current PLI, bookings cannot be submitted or approved without one.
9. **Section D** requires you to open the Terms and Conditions PDF before submitting the application. These terms and conditions are mandatory for all Casual Bookings.
10. A tick box will become available after viewing the terms and conditions, allowing you to agree to the terms and conditions. This tick box is required to submit the application.
11. To submit the application, please select **“Submit Application”**. If you need to save it and return to it at another time, you can also select **“Save Incomplete Application”**. The application will be saved and can be selected in the **“Booking forms”** tab in your IMS account.

Section C - Public Liability Certificate

Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.

Upload Certificate
File uploaded
Remove this file 

Section D - Terms and Conditions

Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.

Terms and Conditions PDF 

Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

I, on behalf of the organisation / group, agree to all terms and conditions.

(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)

Save Incomplete Application

Please note: changes cannot be made after submitting this form.

Submit Application

If you have any issues or questions regarding this booking process, please contact me.

Dani Schwabe

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