

information bulletin

Schools Casual Booking System - Kingston Sportsgrounds and Reserves

To improve the experience and streamline processes, Kingston is transitioning to an automated system for our casual school bookings. The system, Integrated Monitoring Systems Reserves Manager (IMS), will allow you to apply, upload and update your school's contact information, registrations, relevant documents such as insurances (schools covered under Department of Education), and select required days, times and grounds. Communication regarding booking requests is via email. We recommend the use of your school's generic email address to allow wider staff access to the system. The IMS has been used successfully by our seasonal sports clubs for the past few years.

How to apply/place a booking request

You can visit IMS here: imscomply.com.au/kingstonrm

After creating an account you will receive an automatically generated email that will provide you with a unique logon and password to access the system. A Basic User Guide to assist you with using the IMS system is available on our website kingston.vic.gov.au/Places-and-Events/Sport-and-Recreation

The system is user-friendly, but we encourage you to contact the Sport and Recreation team if you have any questions.

Please note: the IMS has been set up for sports clubs, so some of the language and questions such as committee information won't apply. Where possible, please try to answer all mandatory questions, otherwise the system may not allow you to progress.

Administration/fees and charges

- City of Kingston-based schools can access our reserves and sportsgrounds free of charge. Fees apply for schools based outside the city.
- Pavilion and changeroom use should be arranged directly with the associated sports club at each reserve.
- Keys for toilet facilities can be requested from the Sport and Recreation team.
- School bookings can be placed up to two terms in advance.

Please note: if the sportsground becomes too degraded due to weather or over-use and is deemed to pose a safety issue, Council reserves the right to cancel bookings. In this instance we will endeavour to relocate you to another sports field.

If you have any questions, please contact the Sport and Recreation team's Administration and Bookings Officer on 9581 4608 or at sport.recreation@kingston.vic.gov.au.

We encourage you to introduce all staff utilising Council reserves for activities, of this new process for bookings.

Thank you.

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