

BETHEL VISITORS GUEST ROOM REQUEST—Instructions

GENERAL INFORMATION

Accommodations for those visiting the Bethel facilities are only for Jehovah’s Witnesses (or unbaptized publishers) and their minor children. All such ones must be in good standing in the congregation. Minor children must be accompanied by a parent or guardian at all times. Requests are for guest rooms at the Newburgh Center B (NCB) located at 15 Crossroads Court, Newburgh, New York, 12550. This building is centrally located within a 40-minute driving distance of the Bethel facilities at Patterson, Wallkill, and Warwick.

This provision does not entitle guests to Bethel privileges (for example, meals, morning worship, or the Bethel family *Watchtower* Study).

Requests: All requests must be submitted well in advance by using the *Bethel Visitors Guest Room Request* form and must be approved by the Congregation Service Committee. Requests will be processed in the order received by the branch office. If your request is submitted more than three months in advance, receipt will be acknowledged in writing. A confirmation or “no vacancy” e-mail will be sent no earlier than three months before the first night of your stay. A confirmation **must be received prior to arrival**. There is no provision for obtaining a guest room without a confirmed invitation.

Rooms may be requested for a maximum of five consecutive nights. One form should be filled out for **each guest room** being requested. There is no provision for bus groups to obtain a block of guest rooms.

Availability of guest rooms: There are a limited number of guest rooms. Therefore, even dates requested well in advance may not always be available. If you are willing to accept a partial stay within your requested date range, indicate such using the appropriate checkbox on the form. This will increase the likelihood that your request can be accommodated.

There are no guest rooms available during certain events of the year, such as the Gilead graduation (second weekend in March and September) and the annual meeting (first weekend in October).

Accommodations: Guest rooms are equipped with a small refrigerator, coffeemaker, microwave, TV, Wi-Fi, iron, and ironing board. In general, each guest room can accommodate a maximum of four guests (two queen beds or one queen bed and one sleeper sofa). Check-in time is 4:00 p.m. and check-out time is 10:00 a.m. Computers with Internet service are available in the building. Pets are not allowed.

Donations (cash, check, or credit) may be made in the lobby at the time of your visit. Donations by check should be payable to “Watchtower.”

Transportation and parking: The Newburgh Center B is not accessible by public transportation. On-site parking is available. You must provide your own transportation to tour the Bethel facilities.

Cancellations: To cancel your request, please notify the NCB Desk as soon as possible. This can be done by sending an e-mail to NCBDesk@jw.org.

CAREFULLY READ THE FOLLOWING INFORMATION BEFORE FILLING OUT THE *BETHEL VISITORS GUEST ROOM REQUEST* FORM

BOX 1—Room Contact: All correspondence regarding the room reservation will be sent to this person via e-mail.

BOX 2—Occupants: All occupants listed in this box must be able to be accommodated in *one room* with two queen beds.

BOX 3—Date(s): List the check-in and check-out dates being requested, and the total nights you are requesting to stay.

BOX 4—Comments: Provide any needs that are necessary for us to know in order to accommodate you (handicap accessibility, etc.).

BOX 5—Group Contact: If more than one *room* is being requested, multiple forms must be submitted. This box should be used to identify your group contact. **IMPORTANT:** The Group Contact Identifier must be submitted exactly the same on all forms in this format:

LastName FirstName CongregationNumber