


WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

June 2, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Guest rooming for publishers visiting Bethel

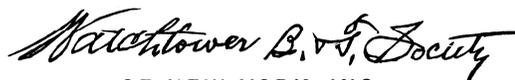
Dear Brothers:

We are pleased to inform you that beginning in July 2010, it will be possible for those visiting Bethel to request guest rooms at the Bossert residence building located at 98 Montague Street, Brooklyn, New York, 11201. This building is located within a 20-minute walking distance of the 25 Columbia Heights office complex in Brooklyn, where a tour of the Bethel facilities is provided. These arrangements for rooming are only available for baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. All such ones must have a good standing in the congregation. A *Brooklyn Guest Room Request* form and instruction sheet have been included with this letter.

Any member of the congregation who meets the above-mentioned criteria and wishes to request rooming may obtain a form and instruction sheet from the congregation secretary. Once filled out, the form should be given to the Congregation Service Committee. The service committee will verify that all the information on the completed form is correct before approving it. The applicant will receive a written response regarding whether or not rooming is available on the requested dates. All requests must be submitted in advance, following the above-mentioned procedure. There is no provision for obtaining a guest room without a confirmed invitation. Additional details regarding this new arrangement can be found on the *Brooklyn Guest Room Request* form and instruction sheet.

We are confident that this new arrangement will be beneficial for those planning a visit to Bethel. May Jehovah continue to bless your efforts as you support Kingdom interests.

Your brothers,


OF NEW YORK, INC.

Attachment

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PS to body of elders:

Page 1 of this letter should be read to the congregation at the first Service Meeting after its receipt. It should then be posted on the information board for two weeks along with the *Brooklyn Guest Room Request* form and instruction sheet. Thereafter, these documents should be placed in the congregation file along with other material related to visiting Bethel. They should be made available to those who wish to consult them. However, this postscript should **not** be read to the congregation or be posted on the information board.

As a reminder, this arrangement is only for baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. All such ones must have a good standing in the congregation. Once a completed *Brooklyn Guest Room Request* form has been turned in, the service committee should verify that all of the information is accurate. In the case of publishers traveling together from different congregations, separate forms should be submitted to each individual's respective service committee. The publishers should make a note on the form that their request is in conjunction with another publisher's request from another congregation. It would be best not to recommend groups composed entirely of single brothers and single sisters who are not related to one another. Additionally, discretion should especially be exercised when considering publishers who are presently experiencing difficulties in their lives. Such ones might include those experiencing family problems and who will be traveling without their mates.

If you do not recommend a publisher to stay at Brooklyn in conjunction with this arrangement, please kindly inform him of your reason. It is not necessary to forward to the branch office any requests that are not approved. If you are in agreement with the information on the form and recommend all of the publishers, the service committee should sign the form and return it to the group contact. It will be the group contact's responsibility to forward the form to the Brooklyn Rooming Desk. The applicant will receive a written response to his request. Please remind all publishers requesting guest rooming that no Bethel privileges are included with this arrangement (for example, meals, morning worship, or the Bethel family *Watchtower* Study). The preferred method of submitting the *Brooklyn Guest Room Request* form is via e-mail or fax. However, a mailing address has been provided, if needed.

Additional *Brooklyn Guest Room Request* forms and instruction sheets may be obtained from the jw.org Web site.