

# Additional Information

## Additional Information

### Photos and Videos

While we encourage folks to take and share photos and videos of the work that they are doing at Protohaven, please be mindful of others in the space. Before taking photos or videos that might include others, you must first get their permission. Be sure to ask if they are okay with you sharing the photos and videos online or in other ways. Please note that Protohaven has interior and exterior cameras and is under video surveillance 24/7.

### Insurance

While at Protohaven, you are responsible for your own safety. Protohaven is also not responsible for any property damage or loss. It is strongly recommended that members contact their insurance providers to take out a personal articles policy as an add on to their homeowners' or renters' policy to cover any damage or loss to property that members might have at Protohaven.

### Donations

Protohaven does not accept non-monetary unsolicited donations. Anyone interested in donating items to Protohaven should complete this [form](#). Protohaven staff will reach out to the submitter regarding whether or not the organization is willing to accept the items.

### Project Requests

Protohaven does not offer design and fabrication services or consultations. However, if anyone is interested in contracting Protohaven members, instructors, or volunteers to assist with a project, they can complete this [form](#) and the information will be shared in the #help-wanted channel in Discord. We prefer that anyone being contracted for project assistance is compensated fairly, although the determination of what is considered "fair" is up to the discretion of those interested in assisting with any posted project.

### Grievances and Dispute Resolution

In the event that you find yourself in a dispute with another member, we ask that you remove yourself from the situation and find a staff member immediately. Protohaven staff will take a statement from all parties involved. The Membership Coordinator will follow up with all parties via email within 24 business hours to outline the next steps and any necessary course of action, which may include mediation.

### Three-Strike Rule

Protohaven employs a three-strike rule. In the event that any member, guest, volunteer, or instructor violates any of our policies, the following steps will be taken.

- First Strike - Written documentation of the incident by Protohaven staff. A written warning will be sent to the offender.
- Second Strike - Written documentation of the incident by Protohaven staff. Access to the space will be revoked for one month. A written notification will be sent to the offender.
- Third Strike - Written documentation of the incident by Protohaven staff. Access to the space will be revoked indefinitely, or for a period of time determined by Protohaven staff. A written notification will be sent to the offender.

Protohaven reserves the right to suspend or revoke membership or access privileges at any time, even if no previous incidents have occurred with the individual in question.

---

Revision #1

Created 8 July 2026 12:32:41 by Manager Scott Martin

Updated 8 July 2026 12:44:12 by Manager Scott Martin