

# Classes & Workshops

## Classes

Classes are the entry point to our community. They focus on teaching design, fabrication, and related skills.

Class development and support are led by Protohaven staff and volunteers and taught by either contract instructors, Teaching Fellows, or community partners.

## Class & Workshop Levels & Types

### Skills & Safety Classes

Skills & safety classes are intended to provide hands-on safe operation and instruction regarding basic maintenance of specific pieces of equipment. These classes are not project-based. Upon successful completion of a skills class, students will receive clearance on the equipment covered in the class. Non-member participants receive a free day pass at the end of a skills & safety class. Non-members must complete the virtual orientation before using their day pass.

There are three levels of skills & safety classes (although skills classes may not currently be developed at all levels or for all areas):

- Introductory - Little to no previous experience or skills are required.
- Intermediate - Requires a basic understanding of certain tools or equipment and/or previous experience/skills. This information will be provided in the workshop description.
- Advanced - Requires an intermediate level of prerequisite skills or experience with tools or equipment. This information will be provided in the workshop description.

### Project-Based Workshops

Workshops are project-based classes. The main purpose of a workshop is to provide participants with a fun, engaging, hands-on learning experience that results in the creation of an object. Non-member participants receive a free day pass at the end of a workshop. Non-members must complete the virtual orientation before using their day pass.

While workshops will cover basic safety considerations, they do not always provide clearance on the equipment used during the session(s). There are three levels of workshops (although workshops may not currently be developed at all levels or for all areas):

- Introductory - Little to no previous experience or skills are required.
- Intermediate - Requires a basic understanding of certain tools or equipment and/or previous experience/skills. This information will be provided in the workshop description.
- Advanced - Requires an intermediate level of prerequisite skills or experience with tools or equipment. This information will be provided in the workshop description.

## Redeeming Day Passes

Each day pass received at the end of a class, workshop, or intensive will include the recipient's name, date issued, and the initials of the instructor who provided the pass. Day passes are valid for 7 days after they are received.

To redeem a day pass, the user should follow the link on the pass, and follow the instructions on the screen, which will allow them to register for or log in to a NeonOne account. This will provide the user with access to the Member Dashboard where they can complete the mandatory orientation, reserve the equipment that they will be using (only equipment that they have received clearances for), and view the Member Handbook.

Upon arrival at Prothaven, the user will provide their day pass and photo ID to the Shop Tech on duty when they arrive and will be asked to sign in.

Anyone using a day pass is expected to follow Prothaven rules and community guidelines at all times.

# Registrations & Cancellations

Registrations close for skills & safety classes, workshops, and intensives 24 hours before the session start time. Depending on the class, workshop, or intensive, empty seats may be made available to Shop Techs.

Individuals who register for a skills & safety class, workshop, or intensive, must cancel no less than 72 hours in order to receive a full refund, or be moved to another class, workshop, or intensive with no cancellation fee.

## Cancellation Policies & Fees

- Single-session class or workshop
  - If canceled 72 hours or more before the scheduled date, the participant will have the option to receive a refund, or have their registration moved to another class or workshop.
  - If canceled within 72 hours of the scheduled date, no refund will be provided, but the participant may choose to have their registration moved to another class or workshop or to receive a credit on their account.
- Multi-session class or workshop

- If canceled 1 week (7 days) prior to the start date, the participant will have the option to receive a refund or account credit minus a \$35 cancellation fee, or to have their registration moved to another multi-session class or workshop, if available.
- If canceled less than 1 week (7 days) prior to the start date, no refund will be provided, but the participant will receive a credit on their account, minus a \$75 cancellation fee.

If a participant is a no-show, no refunds, credits, or transfers (rescheduling) will be given.

Please be aware that there are NO exceptions to these cancellation policies.

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Revision #1

Created 8 July 2026 12:31:10 by Manager Scott Martin

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