

Close a space or add special openings on some dates

Block a space for a period, change the hours of a single day or add an extra opening, without touching the weekly hours.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage spaces.

1 STEP 1 OF 4 · 30 S

Find Closures and exceptions

Open the space from **Spaces**. In the **Calendar** tab, below the calendar, the **Closures and exceptions** box lists the closures and exceptions already added; if it is empty, the weekly hours apply.

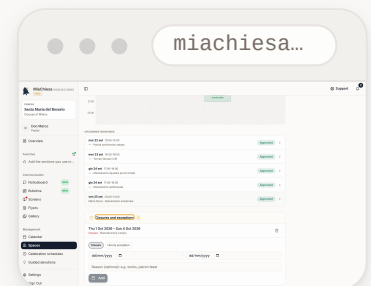


Fig. 1 Each row shows the dates, the type and the reason.

2 STEP 2 OF 4 · 1 MIN

Add a closure

Keep **Closure** selected, choose the **From** and **To** dates and, if you like, write a reason, for example works or a patron feast. Then select **Add**.

Add is disabled

The button stays disabled while a date is missing or if the To date is before From.

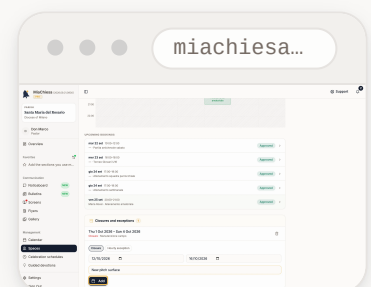


Fig. 2 A closure covers whole days.

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STEP 3 OF 4 · 30 S

Check the list

Availability rule created appears and the closure joins the list with its dates, the **Closure** label and the reason.

To remove it use the **Remove** bin on the row: **Rule deleted** appears.

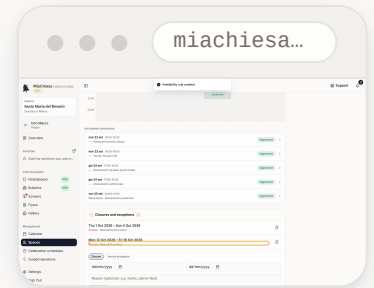


Fig. 3 The reason helps who ever reads the calendar understand the closure.

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STEP 4 OF 4 · 1 MIN

Change the hours of one day

Select **Hourly exception**, choose the **Date** and the **From** and **To** times. With the switch on, the exception is an **Extra opening** in that slot; off, the slot is **Closed**. Select **Add**.

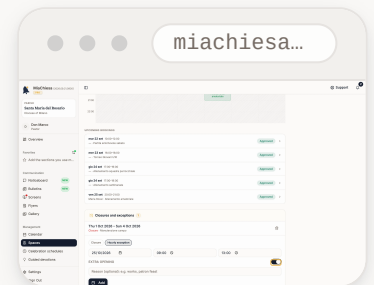


Fig. 4 Use an extra opening for a feast day outside the usual hours.

What you have achieved

- ✓ The space shows as closed on the chosen dates or open in the extra slot.
- ✓ The weekly hours stay unchanged.

Troubleshooting

Add is disabled



A closure needs both dates, with To equal to or after From; an hourly exception needs the date and a To time after From.

I see "Error creating rule"



The rule was not saved. If "You do not have permission to change this space's availability." also appears, ask for Manage spaces.

I can't see Closures and exceptions



The box appears in the space's Calendar tab only if you have Manage spaces.