

Shut Down or Delete Your Space

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If you have created a Space you no longer want, you can temporarily shut it down or permanently delete it. First, [open the Space dashboard](#). In the **Left Nav Menu** of the dashboard, select **Shut Down or Delete**.



The screenshot shows the 'Space dashboard' for a space named 'my-new-office'. The left navigation menu includes: Reservations, Space Preferences, User Roles, Space Access, Banned Users, and 'Shut Down or Delete' (highlighted with a red box). The main content area has three buttons: 'Enter Space', 'Edit Space', and 'Upgrade Space'. Below these are two sections: 'SHUT DOWN' with a 'Shut Down' button, and 'DANGER' with a 'Delete Space' button. A footer text reads: 'Open your **Space dashboard** and select **Shut Down or Delete** in the **Left Nav Menu**. Select whether to **Shut Down** or **Delete Space**.'

Shut Down

If you'd like to temporarily prevent anyone from accessing your Space, select **Shut Down**. If a person visits that Space, they can still select a character, but cannot enter the Space. To re-enable the Space, return to the **Space dashboard** and select **Re-Open**.

Delete Space

If you'd like to permanently remove your Space, select **Delete Space**. A warning pop-up displays. Select **Delete this space** to proceed.

Warning: Once a Space is deleted, there is no way to retrieve it. Please proceed with caution!

The screenshot shows a dark-themed 'Space dashboard' for a space named 'my-new-office'. On the left is a sidebar with navigation options: Reservations, Space Preferences, User Roles, Space Access, Banned Users, and a 'Shut Down or Delete' button. The main content area has buttons for 'Enter Space', 'Edit Space', and 'Upgrade Space'. Below these are sections for 'SHUT DOWN' and 'DANGER'. A modal dialog is open, titled 'Warning', with a yellow warning icon. The text inside the dialog asks: 'Are you sure you would like to permanently delete this space? This will remove everything including any uploaded assets.' At the bottom of the dialog are two buttons: 'Go back' and 'Delete this space' (which has a trash icon).

Space dashboard

my-new-office

Enter Space Edit Space Upgrade Space

SHUT DOWN

Temporarily shut down this space

Owners can re-open this space any time. Shut Down

DANGER

Permanently delete this space

This will remove everything including any uploaded assets.

Go back Delete this space

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After selecting **Delete Space**, confirm your decision by selecting **Delete this space**.

Note: You will be unable to delete your Space until you've canceled any upcoming reservations, active subscriptions, or open invoices.