

Welcome to 300 Swift for Summer 2025!



Operating Hours:

- Weekdays: 8:30 AM to 5:00 PM
- Weekends: 9:00 AM to 5:00 PM

CES Contact Information:

- Operation Hour Phone #: 919-613-3933
- Email address: summer-ces@duke.edu

After Hours: Outside of the hours above summer program sponsors and adult participants should call the number below for emergency situations only (lockouts, fire, flooding, extreme maintenance issues).

After Hours RA: (984) 209-3242

Maintenance Requests

All maintenance requests should be emailed directly to the Hospitality Coordinator, Terra Hernandez, at hospitality@americandancefestival.org

Emergency Issues After-Hours

For emergencies that need to be address after 5:00 p.m. or on weekends, please call (984) 209-3242. Please see the list of scenarios below to determine if you should call the emergency line.

Should you call after-hours?	
A bug in your bedroom	No, please find a friend to assist you in the removal of the bug.
A clogged toilet	If it is a weekend, please call. Weekdays, please wait until morning.
A lot of water leaking from toilet, shower, sink etc.	Yes, please call ASAP.
AC is not working	Please call but know most AC fixes cannot be done after-hours due to access and equipment needed for the fix. CES will do their best to help make the apartment a comfortable temperature.
Lights are out	If it is just a bulb out, please wait until office hours. If power is out in a unit, call.
Locked out of room	Yes, please call and an RA will assist. We have RAs on-call living at Swift.
Lost fob/card	Yes, please call. Please know we must remake fobs/cards if they are lost so it takes a bit of time. There are also charges for new fobs/cards.
Water pressure issues	Please wait to call during office hours.
Appliance isn't working	Wait until office hours. After-hours staff will not be able to fix the appliances.

Lock outs/lost fobs

Please take your keys with you every time you leave the building. During weekday and business hours you can go to the office manager in 300 Swift if you are locked out. If it is afterhours or on a weekend, please call the on-call number: (984) 209-3242. Response time for lockouts will be +30 minutes due to the location of 300 Swift.

Lost fobs require a brand-new fob to be programmed for the specific room. This programming can only be done during business hours. We will have very limited ability to create fobs after hours and never able to on weekends. Lost fobs are \$135 each.

Parking

1-day permit - \$10

30-day permit - \$77

Packages and Mail

Mailing addresses for all ADF participants at the festival (on and off campus residents) are the same. Participants will be notified when they receive mail.

Letters (US Postal Service)

Your Name

c/o American Dance Festival

Box 90772

Durham, NC 27708-0772

Packages (UPS, DHL or FedEx)

Your Name

c/o American Dance Festival

Gilbert-Addoms Residence Hall

1368 Campus Drive

Durham, NC 27708-9962

WIFI and TV info

No cable packages or TVs will be provided to Swift residents. 300 Swift is a part of the Duke wireless network. Residents will be able to connect to the Duke WIFI, either **DukeOpen** or **DukeVisitor**.

Amplified Sound/Courtesy Hours:

Quiet hours are in effect at all times other than as noted below, when reasonable levels of noise will be permitted.

Monday-Thursday: 5pm-7pm

Friday: 5pm-2am

Saturday: 1pm-2am

Sunday: 1pm-6pm

Keys/Door Locks:

The doors in 300 Swift do not lock automatically. Your fob must be scanned, and deadbolt engaged when leaving your apartment.

Smoking Policy/Drugs:

All of our communities and buildings are smoke free, including archways and areas within 10ft of student bedroom windows.

Fire Safety:

Report all fires to Campus Police at 919-684-2444. All calls to 911 from a non-campus number will be routed through Durham Emergency Services back to Duke Campus Police. Extinguished fires should be reported to Campus Police so that an investigation may be conducted by calling their non-emergency number: 919-684-2444.

FIRE EXTINGUISHERS ARE LOCATED ON THE WALLS ON THE INTERIOR HALLWAYS. The University Safety Office recommends standing back 3 or 4 feet when using the fire extinguisher for grease fires. Covering a fire with a pot lid should also extinguish it. Oven fires may be extinguished by turning the oven off and closing the oven door.

Residents will be charged for fire damages from neglect. Contact your insurance company immediately should a fire occur. Photographs, charges, and the Campus Police report will be made upon request.

Pool:

Unfortunately closed for the entire summer.

Grills:

The grills at 300 Swift are not functioning and therefore cannot be used.

Trash/Recycling:

Trash rooms are located on every floor of the building. Please take any recycling or cardboard down to the lower levels. Trash from apartments is not to be stacked in the hallway or in community trash bins. Programs will be charged if participant trash is a problem.

Prohibited Items:

- Nails, screws, tacks, hooks, decals or adhesives that damage walls, furniture or fixtures. Use painter's tape or non-damaging wall strips to hang posters and other decorations