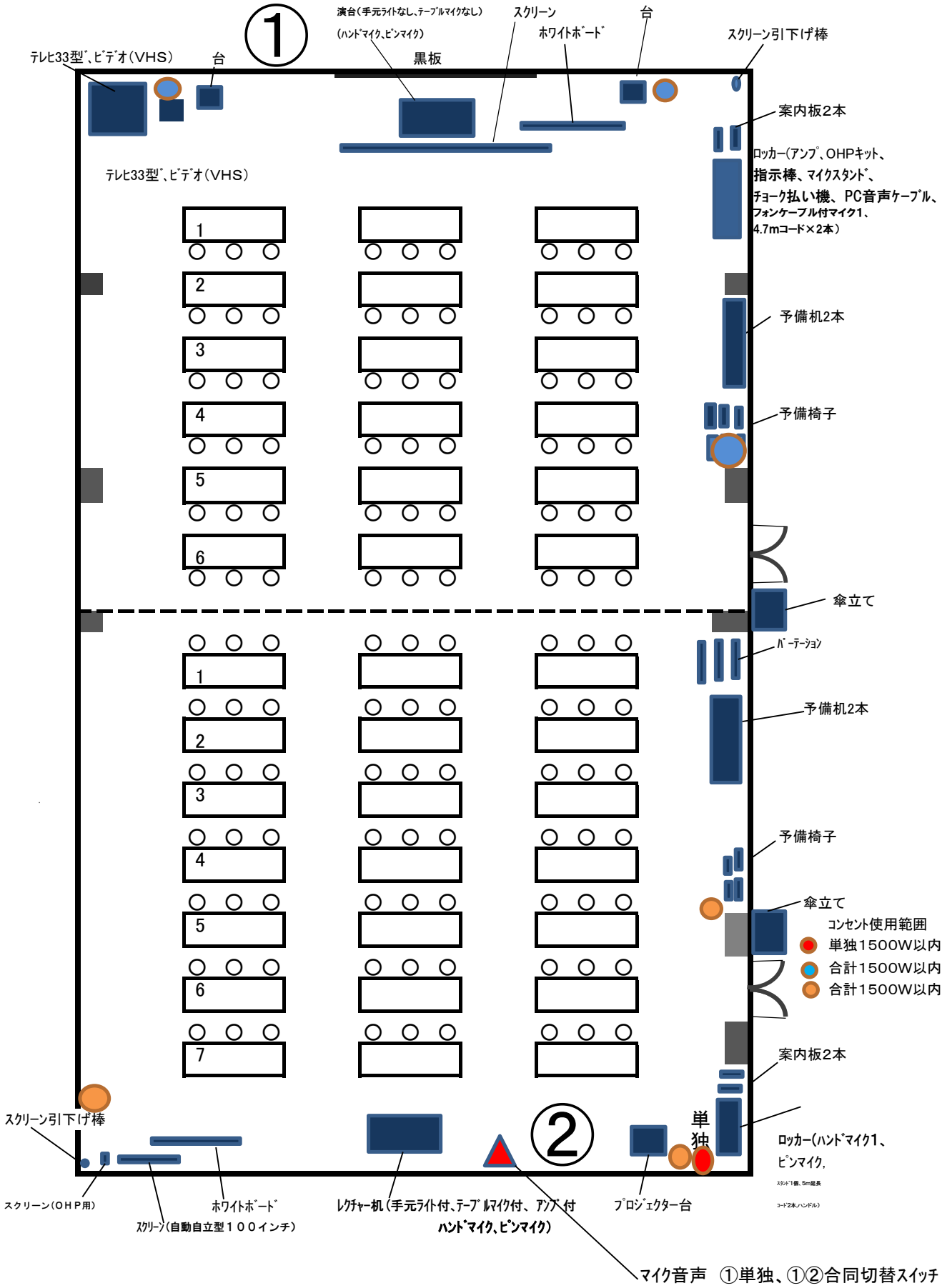第2会議室 ①、② 備品配置表