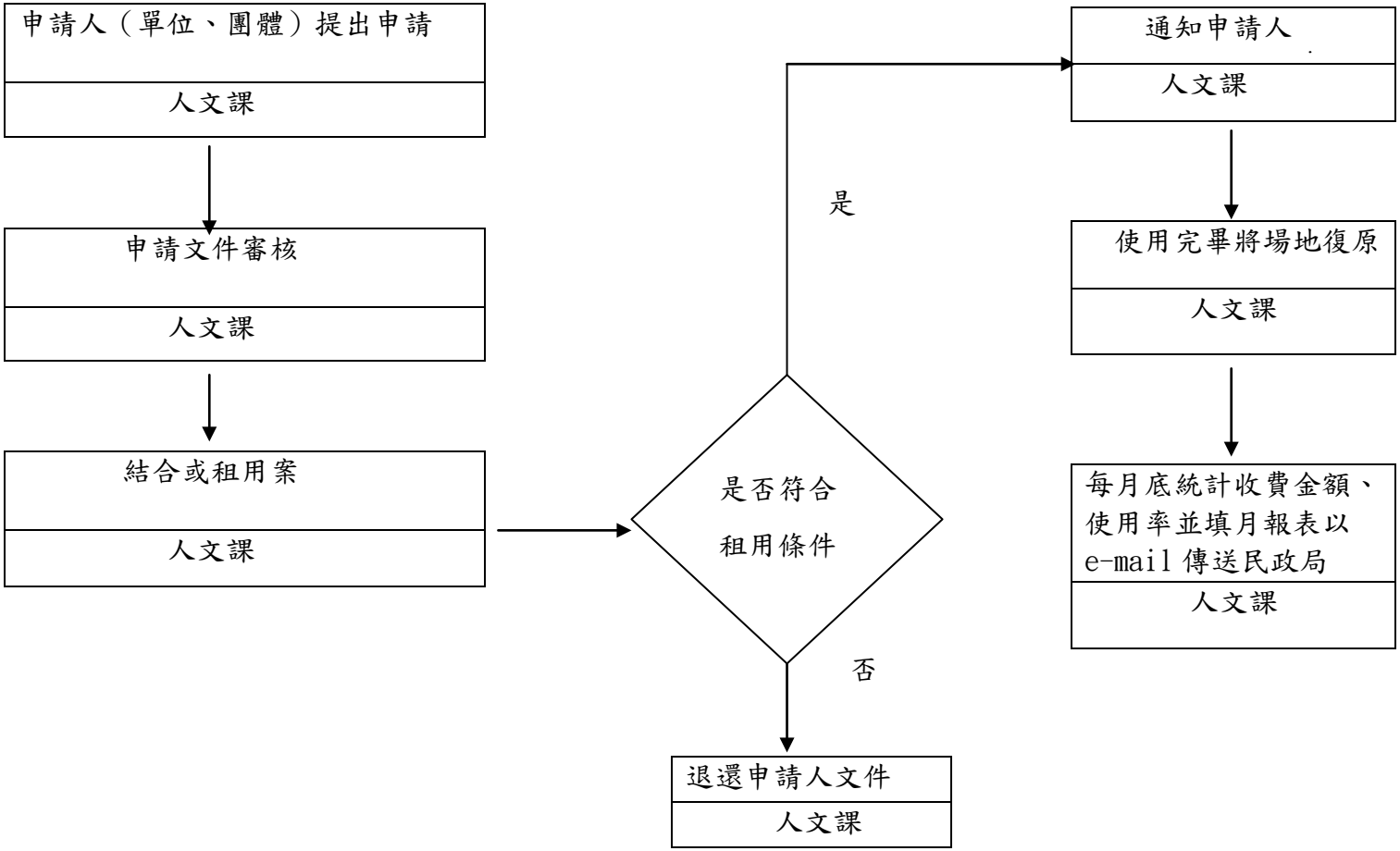公民會館使用管理作業流程圖(A003)