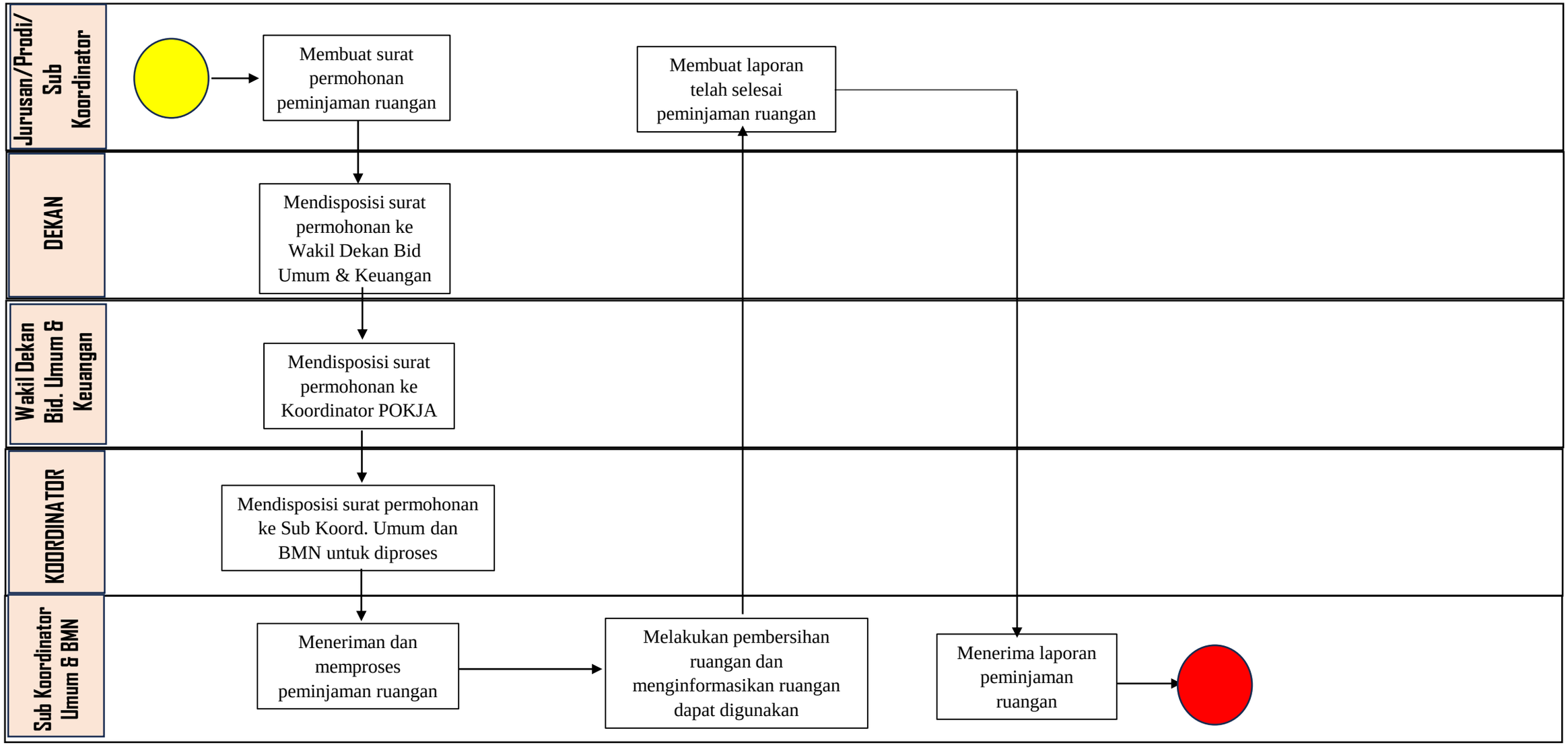SOP PEMINJAMAN RUANGAN