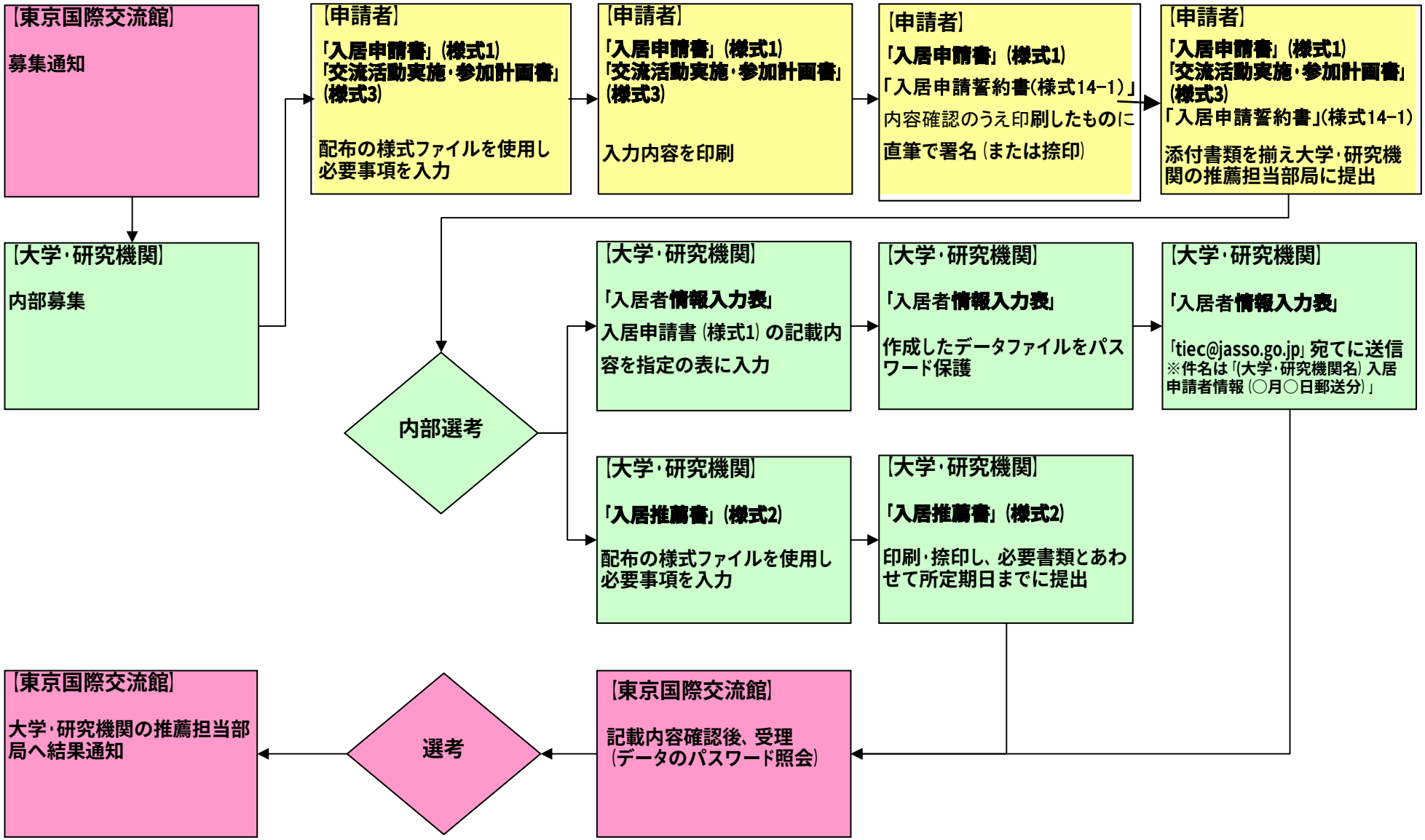東京国際交流館　入居申請の流れ