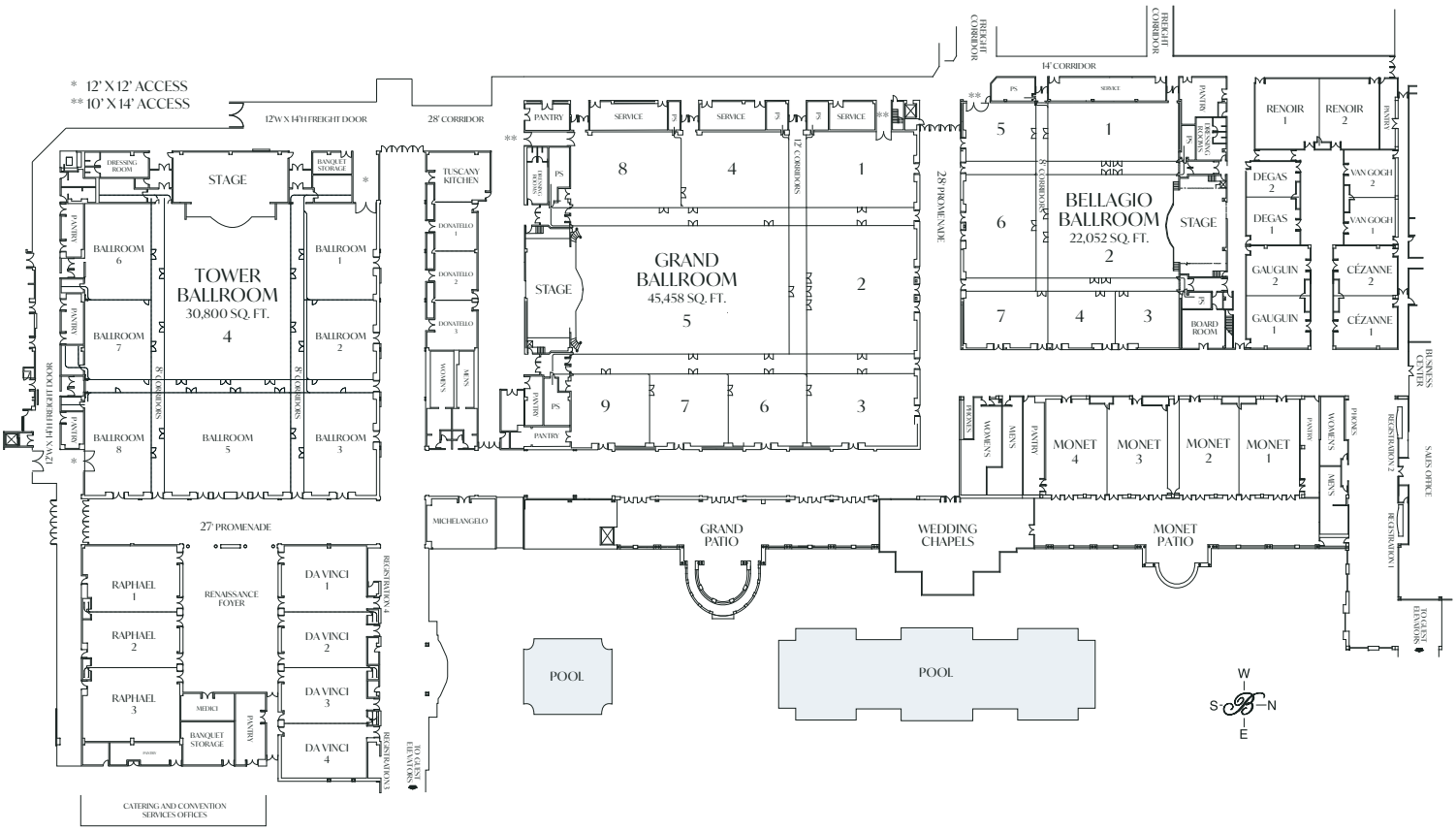MEETING FACILITIES DIMENSIONS AND CAPACITIES